

THE EXECUTIVES CONFERENCE

**ALL INFORMATION CONTAINED**

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-5C1 DTH

It was pointed out to the Conference that apparently the hostility and criticism of the Bureau stem not from our normal day to day criminal investigative work but to a very slight extent to investigations in the Internal Security field and very specifically and definitely to applicant and Loyalty investigations. It was felt that if some procedure could be devised to avoid interviews with individuals in applicant type cases where the individuals have exhibited a hostile or critical attitude toward the Bureau that much could be accomplished to eliminate the difficulties experienced in the past. The Conference felt it would be undesirable to prepare a list of any sort which might be termed a "blacklist" to be distributed to all of the divisional offices. It was proposed that the following procedure be instituted immediately at the Seat of Government in order to meet the objectives desired by the Director in connection with this matter:

1. The Crime Records Section shall be responsible for preparing and maintaining in a current status a list of those individuals known to be hostile to the Bureau. It is felt that it is imperative that a list be prepared because the judgment of individual Supervisors referring cases to the field will differ depending upon the extent of their day to day newspaper reading, radio listening and perusal of various and sundry periodicals. It would also mean that each Supervisor would have to either prepare his own list or endeavor to depend on a faulty memory. Furthermore, an individual may at one time appear to be hostile to the Bureau and subsequently his attitude may change and it may be very desirable to interview him.

Each name should be the subject of a memo.

2. This list shall be furnished to only those Supervisors at the Seat of Government who have the responsibility for assigning Loyalty or applicant cases to the field. This will include Supervisors in the Loyalty Section of the Security Division, the Applicant Section of the Investigative Division and those Supervisors in the Administrative Division handling Bureau applicant cases. This will mean that not more than 25 Supervisors at most at the Seat of Government will have possession of such a list. These Supervisors shall check all references of present and former employers against this list before referring the case to the field for investigation.

RECORDED-136

1 JAN 30 1957

INDEXED - 136

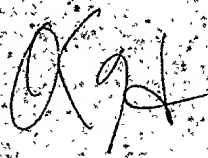
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It was pointed out that the procedure recommended will not provide against interviews with neighbors of the applicants or subjects under investigation in connection with the Loyalty Program nor would it provide against interviews of associates whose names are brought up during the course of the investigation. Likewise it would not provide against interviews with college professors whose names were not given by the applicant or the Loyalty subject as references, but who are contacted in the course of the ordinary investigation. It was felt, however, that the bulk of the people who are interviewed in these cases are set out as references by the applicant and it would only be on a rare occasion that a person hostile to the Bureau would be interviewed in a neighborhood investigation, as an associate or as a college professor.

It was also unanimously recommended by the Conference that in addition to the preparation of the list recommended and the checking at the Seat of Government by the indicated Supervisors, that where a specific individual has manifested hostility or unjust criticism against the Bureau that the specific field office or offices which would likely contact the individual be advised in writing in the form of a Personal and Confidential SAC letter. In these letters the SAC will be instructed that it is his responsibility to advise all of the Agents in the office of the undesirability of contacting the individual in question without prior Bureau authority. The field will be instructed that in addressing their communications to the Bureau requesting authority to contact such individuals, the letter or communication should not contain the phraseology that the interview will be conducted unless advised to the contrary but specific approval must be obtained from the Bureau before such a contact is made.

Should the Director agree with the recommendations of the Conference set forth in this memorandum, appropriate steps will be taken to inaugurate the policy recommended.

Respectfully,  
For the Conference

  
Clyde Tolson

cc - Mr. Clegg

THE DIRECTOR

January 6, 1950

THE EXECUTIVES' CONFERENCE

At the Executives' Conference, December 28, 1949, Messrs. Ladd, Callahan, Tracy, Harbo, Mohr, Nichols, W. H. McCabe, Carlson, E. J. McCabe and Fletcher in attendance, it was brought to the attention of those present that the Bureau has been receiving the "London Daily Worker." This publication is not indexed and apparently there is no demand for the papers after they have once been filed. They are utilized for research purposes. It was suggested that the Bureau continue to obtain the "London Daily Worker" for research purposes; that it should be reviewed as received, anything pertinent clipped, and the paper destroyed after it is thus reviewed.

It was pointed out to the Conference however that only one copy of the "London Daily Worker" is being received by the Bureau and that the Library of Congress does not subscribe to the paper. Therefore, should the Bureau desire copies at a later date they would not be available if we destroyed them. Consequently, the Conference was of the unanimous opinion that copies of this publication should be retained, particularly having in mind that it would not be available to the Library of Congress.

If you approve, this publication will be reviewed and handled as it has been in the past.

Respectfully,

For the Conference

CC - Mr. H. H. Clegg  
Mr. J. P. Mohr

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/8/91 BY SP-5 C. J. H. / JCH

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RECORDED - 9

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JAN 6 3 35 PM '50  
FBI  
RECEIVED-TOI SON  
JAN 6 5 51 PM '50

JAN 11 1950

THE DIRECTOR

1-10-50

Executives Conference

*X F.B.I. N.A.*  
GRADUATION EXERCISES

43rd SESSION, FBI NA

MARCH 31 - GRADUATION SPEAKER

The Executives Conference on 1/10/50, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Ladd, Rosen, Carlson and Clegg present, recommended that in the order named two of the following be selected to be the speakers at the next Graduation Exercises of the FBI National Academy which will be held on March 31, 1950. In the event one declines, the third will be an alternate.

(1) Dr. Norman Vincent Peale  
Marble Collegiate Church  
New York City

(2) Congressman John J. Rooney  
Brooklyn, New York  
Member of the Appropriations Committee

(3) Dr. Vannevar Bush  
President  
Carnegie Institution  
Washington, D. C., concerning whom a biographical sketch and summary is attached.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/97 BY SP-5 *sp-5*

Respectfully,  
For the Conference

*Y*  
Clyde Tolson

Attachment

Tolson  
cc-Mr. Mohr  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen HHC:DMG  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

RECORDED - 104

INDEXED - 104

166-2554-7502

JAN 10 4 42 PM '50  
U.S. DEPT. OF JUSTICE  
RECEIVED DIRECTOR

JAN 13 1950



THE DIRECTOR

January 5, 1950

*mem*  
The Executives' Conference *Memo*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/bp

At a meeting of the Executives' Conference on January 4, 1950, attended by Messrs. Tolson, Glavin, Harbo, Mohr, Rosen, Clegg, Carlson, Nease and Ladd, the Conference was advised of the efforts which have been made to work a Double Agent of the Bureau's into the biological warfare program through the [redacted] of the Naval B. W. Research Center, University of California. [redacted] has indicated in the past a willingness to assist the Bureau in this regard; however, he has now advised that the remaining funds for this project will not permit the employment of a confidential informant on his staff although he could use the informant if it were not for the lack of funds. b7D

The Conference was further advised that the San Francisco Office had recommended that the Bureau contact Admiral T. A. Solberg, Chief of Naval Research in Washington, and request that additional money from a confidential fund of Admiral Solberg's be made available to [redacted] for the purpose of employing this Double Agent. b7D

The Conference was unanimously opposed to the Bureau making any such approach directly or indirectly. San Francisco therefore suggested that in lieu thereof that the Bureau advance from its confidential fund \$1500 to [redacted] to be used in paying the salary of the Bureau's informant through the end of the fiscal year and also advance \$2832 for the purpose of paying his salary through the next fiscal year. b7D

The Executives' Conference was unanimously opposed to this program and recommended that no action be taken until and unless [redacted] appropriations permits him to employ the informant. b7D

In the event you approve the action of the conference, there is attached hereto a teletype to the San Francisco Office.

Respectfully,  
For the Conference

66-2554-7503

166-2146 Tolson

JAN 9 1950

Attachment

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

DHL:dad

RECORDED - 43

cc - Mr. Clegg

52 JAN 12 1950

232

h  
THE DIRECTOR

January 17, 1950

THE EXECUTIVES CONFERENCE

h  
TEXT BOOK "THE ~~INTERVIEW~~ INTERVIEW IN LAW ENFORCEMENT"

The Executives Conference on January 16, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Nichols, Fletcher, Carlson, Rosen and H. H. McCabe considered the advisability of the Bureau having published the attached text book entitled "The Interview in Law Enforcement." A copy of this proposed book has previously been furnished to all members of the Executives Conference for their review. It was pointed out at the conference that although the book contains valuable techniques and established practices, it would be undesirable for the Bureau to discuss these matters in print. It was also pointed out that many of the techniques suggested in the book have not been the subject of judicial review and that if the courts should, at some future time, declare any of the methods set forth in this book as being unethical or illegal, it would result in the embarrassment of the Bureau. In view of these objections and the possibility of the Bureau being criticized by certain members of the press, members of certain liberal groups, certain classes of lawyers and enemies of the FBI, the Conference was opposed to any further consideration toward having this book published.

The Conference also felt that there should be a review made of the interviewing techniques that are taught to officers attending the FBI National Academy in order that their might be eliminated any objectionable techniques that may be discussed before the Academy. This review will be made immediately.

Respectfully,  
For the Conference

4  
Clyde Tolson

Attachment

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/9 BY SP-5 C/PW

NHMc:bar

RECORDED - 34

INDEXED - 34

66-2554-7504  
JAN 20 1950

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

32  
54 JAN 23 1950

THE DIRECTOR

January 19, 1950

JOINT COMMITTEE

SUGGESTION #329  
CONSOLIDATION OF FILES

EMPLOYEE: SAC E. A. SOUCY

MEMBERS: H. H. Clegg  
E. Scheidt  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY 8-5010

SUGGESTION: Under existing instructions, closed files in certain classes of cases are consolidated into a single Acco binder, with the front cover indicating the individual files contained therein, i. e., 116-1 to 116-50. The suggestion is that when one of these cases is reopened and therefore removed from the consolidated file, a memorandum be inserted to account for the file which is temporarily removed therefrom, that is, while it is in a pending status.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable for the reason that if a case is found missing from such a consolidated file it should be sought in the pending case files.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously unfavorable by Messrs. Ladd, Fletcher, N. H. McCabe, Mohr, Carlson, Rosen and Harbo on January 23, 1950.

Respectfully,  
For the Conference

Clyde Tolson.

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Room  
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cc-Mr. Clegg  
Mr. Mohr  
RTH:AF

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INDEXED -6

JAN 27 1950

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EX-87

60 FEB 2 - 1950

MAILED ON ORIGINAL

RH

ORIGINAL COPY FILED IN 100-16506-170

THE DIRECTOR

1/24/50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/2/91 BY SP-5C/bmc

The Executives Conference of January 23, 1950, consisting of Messrs. Ladd, Harbo, Fletcher, H. H. McCabe, Carlson, Rosen and Mohr, considered the present instructions in the Stenographers' Manual concerning the preparation of yellow copies of memoranda.

Section 4, Part A, Subsection (2) of the Stenographers' Manual instructs that yellow copies shall not be prepared with regard to intra-Bureau memoranda except Executives Conference and summary memoranda.

The Executives Conference after giving this matter consideration recommended that the Stenographers' Manual be changed so that yellows are required in the following instances:

a. Executives Conference memoranda.

b. Summary memoranda. This includes all memoranda which are prepared as compilations of material in Bureau files, reviews of publications or memoranda which constitute the results of analyses or research.

c. Cover memoranda transmitting or explaining summary memoranda.

The Executives Conference felt that the foregoing instructions would provide yellows in those cases where they are desired yet would not make them mandatory in all instances thereby constituting an additional burden on the part of typists and stenographers and on the Records Section in handling and filing such additional material.

Should the Director agree with the recommendations of the Conference an appropriate memorandum will be sent to all Supervisors at the Seat of Government advising them of the requirements in connection with the preparation of yellows and the necessary change will be made in the Stenographers' Manual.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. \_\_\_\_\_

Clegg

RECORDED - 76  
Clyde Tolson

66-2534-1507  
JAN 30 1950

EX - 8

310  
60 FEB 1 - 1950



THE DIRECTOR

January 19, 1950

THE JOINT COMMITTEE

SUGGESTION #302  
CHARGE-OUT SLIPS

EMPLOYEE: JOHN E. DAILEY

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-SCI/PH

MEMBERS PRESENT: H. R. Clegg  
E. Schmidt  
S. K. McKee  
R. T. Harbo

SUGGESTION: That two forms be adopted for use in field offices when files are removed from an employee's work box for a temporary period. Form A would be filled out by the clerk removing the file and would be left in the employee's work box for his information. Form B would also be filled out by the clerk and would be attached to the file, thus notifying the employee for whom the file was withdrawn that it should be returned to the employee from whom taken.

This proposal was referred to selected field offices for their recommendations. Four offices favored the adoption of Form A and four offices opposed the proposal. As to Form B, three offices favored the proposal and five were opposed.

ADVANTAGES:

1. Will eliminate confusion on the part of the employee from whom the file is taken.
2. Will be of assistance in locating a particular file by furnishing the Chief Clerk's office additional information as to the location of a file.
3. Will result in a savings of time.
4. Would facilitate return of files to employee from whom taken.

DISADVANTAGES:

1. Provides an additional form to be kept in mind by employees, which adds to administrative burden and problem.
2. Adoption of the proposal would tend to encourage retention of files by Agents for a long period of time.
3. Removal of files from employees' work boxes does not occur frequently enough to justify the use of this form.
4. Would result in files' being returned to an employee without being recharged in the records of the Chief Clerk's office or would add an unnecessary burden in the Chief Clerk's office through the preparation of additional charge-out slips.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable for the reasons above and also because the proposal was generally opposed by the larger offices. Unfavorable if the form were desirable, would have the greatest need for such forms.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously unfavorable on January 23, 1950;

by Clegg, Harbo, Mohr, Carlson, Rosen, Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_

Clegg \_\_\_\_\_

Glavin \_\_\_\_\_

Nichols \_\_\_\_\_

Rosen \_\_\_\_\_

Tracy \_\_\_\_\_

Harbo \_\_\_\_\_

Mohr \_\_\_\_\_

Tele. Room \_\_\_\_\_

Nease \_\_\_\_\_

Gandy \_\_\_\_\_

cc-Mr. Clegg

Mr. Mohr

ETH:AF

THE DIRECTOR

January 19, 1950

JOINT COMMITTEE

*Executive Conference*

SUGGESTION #333

~~NUMBER THREE REGISTER CARDS AND AUTOMOBILE REGISTER~~

EMPLOYEE: GEORGE J. NAGEL, Special Agent

MEMBERS PRESENT: H. H. Clegg  
E. Scheldt  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/BK

SUGGESTION: That the Bureau discontinue the use of Number Three Register Cards and the Automobile Register in Resident Agencies. Existing instructions provide that where three or more Special Agents are assigned to a Resident Agency, one shall be designated as a senior Resident Agent and a Number Three Register must be maintained. The Number Three Register must be checked daily by the senior Resident Agent and then routed to the SAC with pertinent comments, if any. Where there are two or more cars assigned to a Resident Agency and there are more Agents assigned to the city than there are cars, an Automobile Register is maintained and is checked daily by the senior Resident Agent.

SAC Hood recommends that the use of these registers be discontinued in Resident Agencies. He points out that during the working day the Number Three Register is of no practical value for there is seldom anyone available in the Resident Agency to check these cards to furnish information as to the whereabouts of the Agents if it is desired to contact them. He points out that the Agents normally keep in communication with the police department for important messages, and if they are in the automobiles they can be reached through radio.

JOINT COMMITTEE CONSIDERATION:

Unanimously that the use of the two registers should be continued. The registers were installed for the purpose of enabling the SAC to make the most effective use of the manpower and automobiles available in the Resident Agencies. It is the observation of the members of the Joint Committee that where three or more Agents are assigned to a Resident Agency, there frequently is one of the Agents in the office for a limited period of time during the day and the records would be of assistance.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously that the two registers be continued. On January 19, 1950, by Messrs. Ladd, Fletcher, H. H. McCabe, Mohr, Carlton, Rosen, and Harbo.

Respectfully,  
For the Conference

RECORDED - 127  
INDEXED - 127

Glyde Tolson JAN 30 1950

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc-Mr. Clegg  
Mr. Mohr  
RTH:AF

JAN 31 1950

166-2554-7509

JAN 30 1950

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THE DIRECTOR

1/24/50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-5ci/mr

The Executives Conference of January 23, 1950, consisting of Messrs. Ladd, Harbo, Fletcher, M. H. McCabe, Carlson, Rosen and Mohr, considered the procedure of changing dates on correspondence and memoranda. The Conference was advised of the fact that in the Coplon-Gubitchev pre-trial hearing a memorandum was introduced which bore a changed date. The memorandum in question was originally prepared on October 31, 1949 and was subsequently changed to November 7. The defense attorneys endeavored to make an issue over this fact and to impute a sinister motive to the Bureau by alleging that the date was originally November 21 and had been changed to November 7. This matter was completely resolved in the pre-trial hearing when the defense counsel conceded that the date had been changed from October 31 to November 7.

The Conference unanimously recommended that in the future dates on intra-Bureau memoranda should not be changed in order to give them a current date. Should it be necessary to return such memoranda for corrections, additions or deletions, unless the memorandum is completely retyped the memorandum should retain the original date and no effort should be made to change the date on such intra-Bureau memoranda. This refers only to memoranda which are prepared for Bureau purposes and are not sent out of the Bureau.

With respect to outgoing correspondence, the Conference unanimously recommended no change in the present procedures and felt that where correspondence was returned for corrections, deletions or additional information, it would be desirable and advisable to change the dates in order to bring them to a current status where the change can be made without a considerable amount of erasing or materially changing the appearance of the correspondence in question. In other words if the erasure can be done neatly no objection should be interposed to such a procedure. Of course if it cannot be done neatly the correspondence would have to be retyped, which is the current practice.

Should the Director agree with the recommendations of the Conference, an appropriate memorandum will be addressed to all Supervisors at the Seat of Government advising them of this practice. These instructions should also be incorporated in the Stenographers' Manual.

Mr. Tolson \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

RECORDED - 127  
INDEXED - 127

Clyde Tolson 3015

13

JPM:DW

EX-3

January 27, 1950

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 ci/bjw

MEMORANDUM FOR MR. TOLSON  
LADD  
CLEGG  
GLAVIN  
HARBO  
NICHOLS

ROSEN  
TRACY  
CARLSON  
FLETCHER  
MOHR  
NEASE

*EXECUTIVE CONFERENCE*  
You are instructed that all tickler copies of correspondence or memoranda that have been in existence for sixty days shall be destroyed except as indicated in the next paragraph. The period stated is the maximum and should any tickler have served its purpose in a lesser period of time, it should be promptly destroyed.

At least every sixty days, each Assistant Director shall review the ticklers in the possession of the Supervisors in his division to definitely determine whether the Supervisors are abiding by the instructions set forth herein. Should the Assistant Director determine that the ticklers in certain types of cases of a continuing nature should be retained for a longer period of time, the Assistant Director may so instruct the particular supervisory employee. However, the Assistant Director is instructed to submit a memorandum to Mr. Tolson advising him of the identity of the Supervisor and the ticklers he has approved for retention beyond the sixty-day period.

Whenever a Supervisor has been transferred from a division or has resigned, before such Supervisor departs on transfer or ceases active duty, all ticklers in his possession shall be obtained by the Assistant Director for review to determine whether they should be destroyed or assigned to the Supervisor's successor.

The instructions set forth in this memorandum are effective immediately.

Very truly yours,

John Edgar Hoover

John Edgar Hoover  
Director

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

JPM:DWENT FROM D. O.  
TIME 6:31-PM  
DATE 1-29-50  
BY [Signature]

RECORDED - 121

INDEXED - 121

EX-87

RECEIVED  
F.B.I.  
JAN 30 1950  
12



The Director

January 17, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/8/91 BY SP-SCI/BH

The Executives Conference of January 16, 1950, consisting of Messrs. Tolson, Tracy, Parsons, Mohr, Ladd, Nichols, Norman McCabe for Glegg, Fletcher, Carlson, Rosen and Glavin, was advised that at the present time the Bureau has received bids on the purchase of 35 magnetic tape recorders and 18 magnetic tape playback units, which were to be utilized by the New York Division in connection with its technical coverage. The procurement of bids for the purchase of such equipment had been previously discussed by the Executives Conference and instructions had been issued to secure bids and those bids would be reviewed upon receipt to determine whether such equipment should be purchased.

It was pointed out to the Conference that since the Bureau's technical coverage has been materially curtailed, it was felt that it would be desirable to reconsider the necessity for purchasing these additional recording devices.

Mr. Parsons of the Laboratory stated the magnetic tape recorder is the most up-to-date recorder; that, however, the recorders presently utilized by the Bureau can be used in the future.

It was also pointed out to the Conference that Mr. Bell, Chief of the Audit Division of the General Accounting Office, had telephonically communicated with Glavin to ascertain whether any additional telephone tap machines have been purchased by the Bureau since the end of the war. Glavin informed the Conference that he had advised Mr. Bell that no such additional machines had been purchased by the Bureau since the war.

The Conference feels that in view of its curtailed technical coverage at this time, that no further action should be taken looking toward the purchase of these magnetic tape recorders. Should the Director agree, bids recently received covering the purchase of such equipment will be disregarded.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 72662584/1512

NOT RECORDED

146 FEB 3 1950

INITIALS ON ORIGINAL

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Mohr  
cc - Mr. H. H. Glegg

WRG:VH

ORIGINAL FILED IN

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 G/bm

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JUL 14 1958

66-2554-7513

CHANGED TO

67-80010-1381

THE DIRECTOR

1/31/50

THE EXECUTIVES CONFERENCE

POST EXCHANGE  
QUANTICO, VIRGINIA

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/BTH

The Executives Conference on 1/30/50, consisting of Messrs. Ladd, Mohr, Harbo, Fletcher, Carlson, McGuire, Nease, Glavin, Rosen and N. H. McCabe, considered the matter of permitting Agents of the Bureau attending In-Service school at Quantico, as well as new Agents and members of the FBI National Academy, utilizing the Post Exchange at Quantico, Virginia.

The Conference was advised that recently when General Cates had lunch at the Academy in Quantico he brought up the question of Agents using the Post Exchange and remarked that their business had fallen off considerably. General Cates went so far as to chide General Shephard into doing something to get the FBI business back again in order that they could raise more funds for their athletic teams.

On January 23, 1950, Major Sweeney advised Mr. Newby that everything had been cleared for Agents of the FBI to purchase at the Post Exchange under the authority of the original letter from the Secretary of the Navy to the Attorney General granting this privilege to Agents who were in training at Quantico. This letter specifies Special Agents of the FBI and police officers in Quantico, Virginia. Major Sweeney advised that this matter could be handled by Agents filling out the usual applications and Post Exchange passes would be issued to them the following day. These passes would be collected and returned to the Post Exchange office when the Agents left their assignment at Quantico.

The Conference was unanimous in recommending that the new Agents, In-Service Agents and members of the National Academy be permitted to utilize the Post Exchange at Quantico.

Respectfully,  
For The Conference

Clyde A. Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

NHM:mfc

RECORDED - 61

INDEXED - 61

66-2537-7514  
FEB 3 1950  
31

THE DIRECTOR

1-17-50

JOINT COMMITTEE

SUGGESTION NO. 318  
ASAC JOSEPH F. SANTOLIANA, JR.  
NEW HAVEN OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5CJ/OM

SUGGESTION:

- Executive Conference*
- (1) That, when information is received from a live informant, meaning from an individual as distinguished from a technical surveillance, the information be reported in a tabulated form to show the group covered; date of meeting; place of meeting; name of the informant under "information furnished by"; the name of the Agent to whom the information was furnished and the date on which it was furnished. The form is suggested so that when this data is subsequently to appear in a large number of files the source of the information, the nature of the coverage and similar data will be set out in tabulated form easily located.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable, due to the fact that this form does not meet all of the situations under which information is received from an informant. Sometimes information is received concerning an individual instead of a group. Sometimes it does not relate to the place of meeting and all basic data should be submitted appropriately. No information is received that it is not being set forth completely and the use of this form as a requirement to be included as a rule in some manual is believed to be formalizing a requirement that is now obvious and basic and should not be in any required form.

EXECUTIVES CONFERENCE CONSIDERATION:

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Unanimously unfavorable. 1/30/50. Present: Messrs. Tolson, Ladd, Glavin, Mohr, Rosen, McGuire, N. H. McCabe, Fletcher, Carlson, Nease, Harbo.

HHC:DMG

RECORDED - 75  
INDEXED - 75

FEB 6 1950



Memorandum to the Director

SUGGESTION:

- (2) When memoranda are prepared, based on information received from an informant or other source which will go into a large number of files, from 5 to 50, for example, as cross-references, the suggestion is that the date stamp be cut into the stencil and that it bear the initials of an Agent or a Supervisor so that this data could go to all of the pertinent files without further date stamping or initialing.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable, due to the fact that it is believed before any information goes into any file, whether assigned or unassigned, the information should be reviewed by a Field Supervisor or by the Agent to whom the case is assigned so that any necessary action to be taken based on the contents of the memorandum will be called to the attention of the appropriate employee. At times such information, if known to the Agent to whom the case is assigned, might warrant expeditious action of some special type or warrant the submission of an expedite report, or might justify other action which would not be known to this particular Agent because someone else had initialed the memorandum on the stencil, thus, authorizing the filing of this data in numerous other files.

Attached hereto is a letter to the New Haven Office advising of the undesirability of this practice.

Attachment

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee. If approved, the attached *sent* letter may go forward to New Haven.

Respectfully,  
For the Conference

*ATL*  
Clyde Tolson.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/bmr

<sup>142</sup>  
APR 27 1950  
*met*

66-2554-7516

CHANGED TO

67-80010-1320X

THE DIRECTOR

January 17, 1950

JOINT COMMITTEE

*from*  
SUGGESTION NO. 340  
SAC C. L. WEEKS  
SAN ANTONIO OFFICE

MEMBERS PRESENT: H. H. CLEGG  
R. T. HARBO  
S. K. LOCKE  
E. SCHEIDT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 C/BMP

SUGGESTION: That the stop notice index be checked every three months instead of once a month by field offices.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

It is pointed out that a large number of stop notice index cards are maintained by various field offices for example, the New York Office maintains nearly 1500 and the San Antonio Office as many as 160. It is the responsibility of the office to remove stop notices at the time the information is received for the purpose of removing obsolete cards. The purpose of this monthly check is to act as a tickler system to determine whether the Agent to whom the case is assigned, whether in this office or another office, has fulfilled his responsibility. It is felt that considerable amount of time will be saved by making a check every three months instead of once a month and it is believed that every three months is sufficient frequency for the proper maintenance of stop notice index cards.

EXECUTIVES CONFERENCE CONSIDERATION:

Messrs. Tracy and Harbo favor the proposal. Messrs. Glavin, *Tolson* Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols and Rosen were opposed; they feel that the present requirement for checking the stop notices monthly furnishes greater protection against the possibility that an individual will be unduly detained by a law enforcement agency based upon an outstanding Bureau request which an Agent inadvertently failed to cancel at the appropriate time.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Lohr

Respectfully,  
For the Conference

RECORDED - 104  
INDEXED - 104

Clyde Tolson

50 FEB 9 1950

THE DIRECTOR

January 26, 1950

JOINT COMMITTEE

SUGGESTION #344

BULKY EXHIBIT CHARGEOUTS

*Executive Conference*

SUBMITTED THROUGH SAC EDWARD SCHEIDT

MEMBERS PRESENT: H. H. CLEGG  
E. SCHEIDT  
S. K. McKEE  
R. T. HARBO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/017

SUGGESTION: Present regulations provide that when bulky exhibit material is charged out to an Agent, a chargeout slip shall be placed in the investigative case file. The suggestion is that the New York Office be authorized to discontinue the present procedure and to substitute for it an arrangement whereby the chargeout slips will be arranged in numerical order and maintained in a chargeout box in the custody of the clerical employee responsible for the maintenance of bulky exhibits.

In support of this proposal, SAC Scheidt points out that in the New York Office all bulky exhibit material is maintained in one central location, whereas the pending and closed case files are distributed on many different floors. As a result, considerable time of clerical employees is consumed in placing the chargeout slip in the file when the exhibit is issued to an Agent and at a later date removing the chargeout slip from the file when the exhibit is returned. Under the proposed procedure, this time would be saved since the chargeout slip would be prepared and maintained in the room where the bulky exhibit material is stored and to which it will be returned when the Agent no longer needs it.

JOINT COMMITTEE CONSIDERATION: The Committee felt there was considerable merit to the proposal and recognized that the problem in the New York Office is somewhat different from the condition existing in the majority of Bureau offices. In view of this fact, the Committee unanimously recommends that New York be authorized to try the proposed procedure for a period of six months, after which the results of the test period would be considered and evaluated for the purpose of determining whether it should be continued in New York and, if so, whether it should be applied to any other field offices. In view of the fact that several months ago the Los Angeles Office made a similar request, the Committee recommends that the six-months trial period be extended to both the Los Angeles and New York Offices.

EXECUTIVES CONFERENCE RECOMMENDATION: Messrs. Tracy, Mohr, H. H. McCaps, Carlson, Rosen, Harbo and favored the Joint Committee recommendation. Messrs. Ladd, Nichols, Fletcher, Glavin, were opposed; they feel the present arrangement whereby the record pertaining to any material charged out from the file will be contained in the case file, should be continued.

INDEXED - 104

RECORDED - 104

Respectfully,  
For the Conference

FEB 8 1950

Clyde Tolson.

Tolson  
Ladd  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease

Mr. Clegg 41  
Mr. Harbo 9  
AF 9 1950



THE DIRECTOR

January 17, 1950

JOINT COMMITTEE

SUGGESTION NO. 343  
SAC, L. V. BOARDMAN  
PHILADELPHIA OFFICE

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJB/PMF

SUGGESTION:

That all Agent personnel be furnished in a loose leaf notebook photographs and identifying data concerning Identification Orders of fugitives. The descriptive data contained regarding each fugitive would be based upon the information in Identification Orders.

It was pointed out in view of the suggestion that by using this material in pocket size, each Agent could carry with him pertinent data about all IO fugitives; that this would cause Agents to become acquainted with physical appearance and background data regarding the fugitives; that this would result in continuous efforts by Agent personnel to locate and apprehend IO subjects and hence would result in the apprehension of more fugitives.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously opposed the suggestion pointing out that some years ago a procedure closely comparable to that proposed was adopted and followed by the Bureau but was discontinued because it took a great deal of time to keep it up-to-date. It served no practical purpose.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 2/1/50. Present: Messrs. Tolson, Glavin, Tracy, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, and Harbo.

Respectfully,  
For the Conference

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

LS:HHC:PAR

INDEXED - 104  
RECORDED - 104

Clyde Tolson

X-17

RD

13 1950

THE DIRECTOR

January 26, 1950

JOINT COMMITTEE

SUGGESTION #345  
DESTRUCTION CLOSED 26- FILES

EMPLOYEE: SAC FRED HALLFORD

MEMBERS PRESENT:

H. H. CLEGG  
E. SCHEIDT  
S. E. MCKEE  
R. T. HARBO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/81 BY SP-5 C/BH

SUGGESTION: That the Bureau consider the advisability of destroying all closed files in ITSMV cases, wherein the identity of the subjects is unknown and three years have elapsed since the car was stolen. Under the proposal, the front cover of the file will be retained and filed in numerical sequence in the closed files section.

SAC Hallford points out that the Louisville Office has 19 four-drawer file cabinets filled with closed cases involving ITSMV cases, of which it is estimated that at least one half involve unknown subject cases.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable. Present regulations provide for the destruction of closed cases which are 25 years old and it is not felt special rules should be made for individual classifications.

EXECUTIVES CONFERENCE RECOMMENDATION: Unanimously unfavorable, 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference

cc-Mr. Clegg  
Mr. Mohr

Clyde Tolson

RTH:AF

RECORDED - 104

INDEXED - 104

66-2554-7522  
FEB 8 1950  
3

58 FEB 9 1950

THE DIRECTOR

1-20-50

JOINT COMMITTEE

SUGGESTION NO. 324

SA A. T. POTTER

EL PASO FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 C/DW

SUGGESTION:

That there be prepared and distributed to Field Offices charts illustrating the various component parts of safes, such as, door plates, flanges, combination nests, tumblers, "keyster", et cetera, which could be used in Field Police Training Schools on the subject Safe Burglaries.

*Chasteborn*

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable.

It has been ascertained that the Field has already been furnished with some photographs and slides showing the types of safe burglaries which have been committed and samples of burglary tools. It was believed unnecessary, in the absence of previous requests and the showing of any specific need for this data, that action be favorably considered. Further, it was recognized that this would be, in effect, training in how to burglarize safes.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, H. A. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc-Mr. Clegg  
Mr. Mohr

50 FEB 9 1950

RECORDED - 104  
Respectfully  
For the Conference  
INDEXED - 104

Clyde Tolson.

37

THE DIRECTOR

1-19-50

JOINT COMMITTEE

SUGGESTION NO. 320  
OKLAHOMA CITY FIELD OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJB

SUGGESTION:

That a form be printed up for use as a Confidential Informant card on which would be shown such data as name, residence address, business employment address, type of information, criminal record and another form on which would be shown the name, symbol number and type of information.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It was believed that this printed form should not be used. There would be on different informant cards a different amount of information under each of the items which might not fit into the space allowed on the form. There might, in fact, be additional information desirable on some cards and some of this information might not be available in some instances.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr

HHC:DMG

RECORDED - 104

INDEXED - 104

EX-11

66-2554-7524  
FEB 8 1950  
3  
RJ

50 FEB 9 1950



THE DIRECTOR

January 17, 1950

JOINT COMMITTEE

SUGGESTION #342

SA [REDACTED]

SEATTLE OFFICE

b6  
b7C

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/81 BY SP-5 C/BH

SUGGESTION: That a duplicate stop notice index be prepared to be placed immediately under the file cover of the case. One stop notice card is prepared at present and maintained in the stop notice index.

It is pointed out that the advantages of placing a duplicate card to go in the case file would be that the duplicate card would act as a constant reminder whenever the file is examined that a stop is outstanding; that action to cancel the stop will be taken at once when any communication is received indicating cancellation; that a monthly check to remove obsolete cards would not be necessary since the duplicate in the file would be too obvious to be overlooked and that both the original and duplicate cards could be made at one typing and would not involve additional typing operation.

The disadvantages to the suggestion would be that it would add another element to the maintenance of stop notice cards and files and thus require additional time and effort; that the fact the card was at the top of the case file would not in itself prevent failures to remove stops and that reliance could not be placed upon the card in the file as the sole criteria for removing a stop inasmuch as in order to determine the action with respect to a stop, it is necessary to examine the pertinent serials in the file pertaining to the stop. Some files contain more than one volume and the information upon which the stop was predicated might be in a different volume than that containing the stop card.

It was the feeling of the committee that the proposal called for additional administrative operations which is not necessary.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson

66-2554-1525  
JAN 18 1950  
12

58 FEB 6 1950

THE DIRECTOR

1-19-50

JOINT COMMITTEE

SAVINGS: None  
AWARD: None

SUGGESTION NO. 321

SA [REDACTED]  
CHICAGO FIELD OFFICE

b6  
b7C

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJB/DM

SUGGESTION:

That the system of serializing green sheets in files be changed. A green sheet in a file is to show that certain bulky exhibit material is not a part of the file, but has been filed with bulky exhibit material elsewhere in the office. The present rule requires that green sheets be given serial number 1-B. In the event there are additional green sheets required, then the green sheet shall be numbered 1-B-1, 1-B-2, 1-B-3, 1-B-4, et cetera.

The suggestion proposes that this system of numbering be changed and that the green sheets be numbered merely 1-B and that the various items on the green sheet numbered in sequence would automatically show the order in which the pages should be placed. For example, if on the first page there were 20 items in the bulky exhibit and Item 21 appeared on the next page that this would appear to properly identify succeeding pages without requiring this special type of page numbering.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

In view of the present system that has been adopted and is now being practiced and in view of the very minute amount of work involved in numbering these pages in numerical sequence, it was believed that any change involving such a minute savings of time, if any, would not be justified.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, H. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc-Mr. Clegg  
Mr. Mohr

RECORDED  
Respectfully,  
For the Conference

Clyde Tolson

66-2554-7526  
FEB 1950

HHC:DMG

THE DIRECTOR

January 26, 1950

JOINT COMMITTEE

SUGGESTION #350

BULKY EXHIBIT INDEX

SA

EMPLOYER: SAC D. A. BRYCE

MEMBERS PRESENT: H. H. CLEGG  
E. SCHELDT  
S. K. MCKEE  
R. T. HARBO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY 20-50. bny

SUGGESTION: The present requirement is that each field office maintain a 3x5 card index of all bulky exhibit materials. The cards are maintained in numerical order by file number. In addition, offices having a large number of bulky exhibits may maintain a second copy of the index card which is filed by date and used as a tickler to follow up on the disposition of the material.

The suggestion is that the present requirement for the bulky exhibit index with the cards arranged in numerical sequence be discontinued and that the field offices be permitted to employ no index at all or maintain only a single 3x5 card for each case which is filed by tickler date.

In support of the proposal it is pointed out that the indexing presently required is an administrative burden. This index is checked as a result of an administrative tickler and the index cards checked against the bulky exhibits at that time.

#### JOINT COMMITTEE CONSIDERATION:

Unanimously that the present procedure be continued. This problem has been given considerable study during the past several years and surveys of field opinion have been obtained, as a result of which the present regulations have been adopted. It is pointed out that the present index of bulky exhibit materials arranged in numerical sequence by file number is the only means whereby the SAC can have a readily available inventory of all the bulky exhibits in the office without actually going to the bulky materials themselves.

#### EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously that the present procedure be continued. 2/1/50 Present: Messrs. Tolson, Glavin, Tracy, Mohr, H. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc-Mr. Clegg  
Mr. Mohr

Respectfully,  
For the Conference

RECORDED - 51  
100-9-61  
Clyde Tolson.

66-2534-1527  
FEB 8 1950  
34  
R20

THE DIRECTOR

1-17-50

JOINT COMMITTEE

SUGGESTION NO. 317

MISS [REDACTED]

SAN JUAN OFFICE

SAVINGS: None

AWARD: None

b6  
b7C

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

SUGGESTION:

That in the future when probation flash letters are prepared, the space allocated to "FPC", meaning fingerprint classification, be enlarged. A sample was attached to show that there is not adequate space there at the present time and that there would be an advantage in making an additional line available for including this data after "FPC".

JOINT COMMITTEE CONSIDERATION:

Unanimously favorable.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-5/SPK

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, W. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_

Tels. Room \_\_\_\_\_  
Nease cc-Mr. Clegg  
Gandy Mr. Mohr

RECORDED - 61  
INDEXED - 61

66-2554-7528

HHC:DMG



THE DIRECTOR

January 19, 1950

JOINT COMMITTEE

SUGGESTION #337

ATOMIC ENERGY ACT CASES - LOOSE FILING WHILE IN PENDING STATUS

EMPLOYEE: SA VAUGHN I. PARRY

MEMBERS PRESENT: H. H. Clegg  
E. Scheidt  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CIB/1018

SUGGESTION: In Atomic Energy Cases, rather than preparing a separate file with fronts and back covers and Acco fasteners, that the serials in a pending case in this category be placed in the file jacket and retained in loose form, and when the outgoing closing report is submitted, all serials will be pulled and sent to the closed files. The employee believes that this would serve considerable money in the purchase of file covers and in the reduction of clerical time involved in handling the files.

SAC Hood is opposed to the suggestion. He believes that the savings would not be as great as anticipated, since he salvage file backs and Acco fasteners and re-use them many times. Also, loose serials stapled together would become torn in handling and there is the possibility of confusion in handling this material on a different basis from other case file material. Furthermore, Atomic Energy Act case files are not consolidated into one big file (i. e., 116-1 to 116-50) until all files in that numerical sequence have been closed and the closed files are reviewed for this purpose every six months. There are no file jackets in the closed section and the material would be unsightly and difficult to handle.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE RECOMMENDATION: Unanimously unfavorable, on January 23, 1950, by Messrs. Ladd, Fletcher, N. H. McCabe, Mohr, Carlson, Rosen, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 114

INDEXED - 114

FEB 9 1950

15

cc-Mr. Clegg

Mr. Mohr

ETH:AF

Room

10 FEB 10 1950

THE DIRECTOR

February 3, 1950

THE EXECUTIVES' CONFERENCE

At the Executives' Conference, January 30, 1950, Messrs. Tolson, N. H. McCabe, Glavin, Harbo, Nichols, Rosen, Mohr, Carlson, Ladd and Fletcher in attendance, the Conference was advised with reference to the handling of correspondence concerning field technical surveillances that instructions require that they be sent under confidential cover marked "June." Further, that this material is also to be retained in a file separate and apart from the main file room in a confidential office where other confidential correspondence is now handled and filed.

With reference to the filing of this material at the Seat of Government, reference was made to the instructions to the field which were in effect that this material was to be placed in a sub-file and handled by a separate group of employees. The Conference was advised that the establishment of sub-files at the Seat of Government had been considered by the Records Section, and the Records Section recommended that instead of a sub-file at the Seat of Government, the correspondence be charged out from the main file of the Records Section, utilizing appropriate charge-out slips in the pertinent files and that the material thereafter be retained in the confidential office. In other words, the June material relating to technical surveillances would be recorded and indexed in the main file, but the actual written material would be charged out of the file reflecting that it was in the possession of the personnel handling the material in the Confidential Room. There, it would be retained in appropriate file folders. The Conference was advised that the Security Division handling the Confidential Room was willing to accept the suggested system of the Records Section if that best suited their operations.

The Conference was of the unanimous opinion that the file material could be handled and retained in the Confidential Room in the manner suggested by the Records Section. If you approve, the material will be so recorded, serialized and filed.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE            BY           

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CC - Mr. J. P. Mohr  
Mr. H. H. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 EJM

copy:ahs

January 31, 1950

~~CONFIDENTIAL~~  
PERSONAL ATTENTION

MEMORANDUM FOR: SAC, CHICAGO  
SAC, DALLAS  
SAC, DETROIT  
SAC, LOS ANGELES  
SAC, MIAMI  
SAC, MINNEAPOLIS  
SAC, NEWARK  
SAC, NEW YORK  
SAC, OMAHA  
SAC, PHILADELPHIA  
SAC, SAN ANTONIO  
SAC, SEATTLE

RE: MICROPHONES

The Bureau is desirous of evaluating the present regulation which requires that a microphone be installed in at least one conference room of field office. It is requested that you advise the Bureau concerning the use of the microphone installation in your office and the value therefrom. If the review of the situation in your office indicates installation is desirable and should be continued, it is requested that you furnish information indicating the types of situations in which the microphone has been found desirable or necessary.

Within two weeks of the receipt of this communication, it is requested you advise the Bureau by letter as to your recommendation as to whether present policy should be continued, together with the reasons for your recommendation.

Very truly yours,

DECLASSIFIED BY SP-5 CCB/DA

ON 5/8/91

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CCB/DA

John Edgar Hoover  
Director

Approved by Executives Conference 1/30/50  
Messrs. Tolson, Ladd, Glavin, Mohr, Rosen, McGuire,  
N. H. McCabe, Fletcher, Carlson, Nease, Harbo.

RECORDED & INDEXED

NOT RECORDED

146 29 1950

ORIGINAL FILED IN 66-2554-7581

THE DIRECTOR

January 26, 1950

JOINT COMMITTEE

SUGGESTION #349  
MAIL COVER CARDS

EMPLOYEE: SAC D. A. DRYCE

MEMBERS PRESENT: H. H. CLEGG  
E. SCHEIDT  
S. K. MCKEE  
R. T. HARBO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJP/PH

SUGGESTION: That the field be authorized to retain mail cover cards for a period of six months after the expiration of the cover. The present regulation provides that the mail cover card may be retained for a period of 30 days after the expiration of the mail cover.

In support of the proposal, it is pointed out that occasionally a Postmaster will forward to the office information concerning mail received by an individual on whom a 30 day cover was placed several months previously and because the mail cover card has been destroyed it is difficult and sometimes impossible to identify the file to which the mail cover relates.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable. It is felt that the provision for keeping the mail cover cards for thirty days beyond the expiration of the mail cover is adequate. If the tracing occasionally received at a later date is of sufficient importance, it can doubtless be identified by placing it on the Agents' bulletin board.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference

cc-Mr. Clegg  
Mr. Mohr

Clyde Tolson

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
My

FEB 14 1950

RECORDED - 67  
INDEXED - 67

66-2554-7532  
FEB 10 1950

RH



THE DIRECTOR

2/6/50

JOINT COMMITTEE

SUGGESTION #336  
REPORTS - CONDENSING

EMPLOYEE:

b6  
b7C

MEMBERS PRESENT: H. H. Clegg  
E. Scheidt  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJP

SUGGESTION: That in short reports where there are only one lead and one or two confidential sources, these both be placed on the same sheet of paper. She also suggests that the administrative page, when one is required, be combined with the lead and informant page.

The employee feels that this can be done, since the lead page, the informant page and administrative page or pages are removed from all copies of reports distributed outside the Bureau. Under the proposal there would be a savings of as much as two pages for each copy of the report. In addition, there would be a considerable savings in stenographic time as a result of the elimination of time needed to assemble the sheets and insert carbon paper, when a separate sheet is used for undeveloped leads, informant page and administrative page under the present practice.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable on the ground that the possible savings is so small as not to warrant changing the established procedure which has worked satisfactorily. It is felt that the information indicating the identity of confidential informants should in all event be placed on a separate page. In the event a court should require the presentation in court of the administrative and undeveloped lead pages, it is felt the court will not require the presentation of the page revealing the identity of confidential informants.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously concurred with Joint Committee. The Conference further recommends that instructions be issued to the field that the following sequence be used in assembling investigative reports: (1) investigative pages; (2) administrative pages; (3) undeveloped lead pages; (4) informant page. In all instances, the informant page would be the last page of the report. 2/2/50 - Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Rosen, N. H. McCabe, Fletcher, Carlson, Nichols, Harbo.

Respectfully,  
For the Conference

RECORDED - 80 20

Clyde Tolson

EX-5

62-554-7533  
FEB 13 1950

37

cc-Mr. Clegg

Mr. Mohr

RTH:F

198

RH

THE DIRECTOR

2/6/50

JOINT COMMITTEE

SUGGESTION NO. 293

RE: ~~REPORT WRITING~~

(MADE AT ESPIONAGE CONFERENCE)

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-5U/DMF

SUGGESTION: That references presently shown on the first page of investigative reports immediately after the synopsis be placed instead at the top of the first administrative page.

If the Bureau is correct in its position that the administrative section of the report is not a recording of the results of an investigation and would not normally be produced in court in response to a court order, then it would appear desirable to eliminate the references from that portion of the report made available to the court because it would thus not make readily available information concerning the existence of other types of communications or reports.

JOINT COMMITTEE CONSIDERATION: The Committee felt there should be no change in the present procedure whereby the references are placed on the first page immediately following the synopsis. Any change from this procedure would involve a substantial additional administrative burden which the Committee feels is not justified for the reason that if the Court orders the introduction of a report it will probably require the presentation of the administrative portions of the report as well, in view of the trend of recent Court rulings.

The Committee felt, however, that if a change is to be made the complete reference should be placed on the last page of the report, with the provision that this must be either an administrative page, undeveloped lead page or informant page. If the report would otherwise consist only of investigative pages, then a separate administrative page must be prepared in order to set out the references. With reference to applicant-type cases, the Committee felt that we should continue our present procedure of having the references listed on the first page immediately after the synopsis.

INDEXED - 80

RECORDED - 80

FEB 13 1950

EXECUTIVES CONFERENCE RECOMMENDATION: Unanimously the applicant-type cases we continue to place the synopsis on the first page in view of the large volume of such cases presently handled and the administrative savings which result from this practice. In all other classes of cases, the Conference felt that the reference should be the last item on the last page of the report with the provision that this must be an administrative page, undeveloped lead page or informant page. 2/1/50 Messrs. Tolson, Glavin, Tracy, Mohr, N. A. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

cc-Mr. Clegg

Mr. Mohr

RTH:AP

THE DIRECTOR

January 16, 1950

JOINT COMMITTEE

SUGGESTION NO. 308  
INSPECTOR T. E. NAUGHTEN

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/8/91 BY SP-5 CJB/MP

SUGGESTION:

Due to the fact that certain subjects, when apprehended in some district other than the district of prosecution then desire to enter a plea of guilty, that the rules concerning summary reports be changed so that the office where the guilty plea is entered would be authorized to make a special type of summary report which they call a "guilty plea" type of summary. This summary would vary from the usual type of prosecutive summary in that it would contain a comprehensive summary of the offense, admissions of the subject, the identification record and such data as would be helpful in connection with the guilty plea and sentence.

It is the present rule that the office of prosecution will prepare prosecutive summary reports.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously recommended unfavorably. It was felt that, in the event a guilty plea is to be entered at some place other than the place of prosecution in keeping with Rule 20, all that is necessary is to provide the U. S. Attorney with the basic data on which to prepare his information to prepare the court to accept the guilty plea and impose sentence. This might at times be included in a teletype from the office of prosecution or office of origin; at times it may be oral information adduced from the local Field Office file and given to the U. S. Attorney who would make notes. Thus, it was felt there should be no change in the existing rule.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

cc-Mr. Clegg  
Mr. Mohr

HHC:DMC

cc: Mr. Ladd  
Mr. Rosen  
Mr. Callan

The Director

January 31, 1950

A. Rosen

DISSEMINATION OF REPORTS COVERING  
BRIEF, CONCISE OR SYNOPSIS  
INVESTIGATIONS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/pmr

The Executives' Conference on January 31, 1950, considered the present policy relating to transmitting information to the Department, to the White House, and to other agencies requesting information of the Bureau, which information does not represent a complete investigation of an individual who is the subject of the inquiry.

At the present time we conduct investigations for the Department. These requests emanate from Mr. Peyton Ford and the Attorney General. The Department requests that we make a restricted inquiry, directing our inquiries along specific lines in that they are to be discreet and the Department transmits this request to us orally and in most instances by a brief form memorandum request. The following types of requests are received from the Department and the language used is as follows:

"Quick teletype investigation requested.

"Quick character check requested, no full field.

"Investigation should be confined to ascertaining the popular reaction toward the individual as a Federal Judge."

In connection with the above, we are usually limited in time so that we have to return the results of our inquiries within a period of 48 hours, and in some instances we are allowed but one day.

Another type of inquiry of a limited character occurs in loyalty investigations as such, for in these investigations our loyalty reports are confined to the narrow issue of loyalty and do not purport to delve into the man's general life.

In connection with Atomic Energy Act investigations, these, of course, are limited by agreement with the Atomic Energy Commission to cover a portion of the man's life and are not investigated as a full character investigation unless special circumstances arise during the course of the inquiry. In effect, therefore, they are limited by agreement with the Commission.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

AR:JHC/mv

101-104  
INDEXED  
RECORDED  
101-104

66-2554-753  
MAY 19 1950  
66

RECEIVED-101 SON  
FBI  
DEPT. OF JUSTICE  
MAY 19 1950  
1 22 PM '50

8 MAR 31 1950

ORIGINAL COPY FILED IN 66-2554-753



Memorandum for the Director

RECOMMENDATION

In view of all of the above circumstances, the Conference unanimously recommended:

That we immediately institute the following procedure:

Where memoranda or letters are transmitted to the Department or to the White House, we incorporate a statement that the investigation is partial or is pursuant to a limited specific request, whatever the language may be, so that there can be no doubt as to the extent of our report.

This statement should be at the opening of the report wherever possible and in CAPS.

We follow this procedure with reference to transmitting memoranda at the present time wherever we can but we do not have the safeguard in our reports and the above procedure is, therefore, recommended by the Conference.

Those in attendance were Messrs. Tolson, N. H. McCabe for Glegg, Carlson, Fletcher, Mohr, McGuire for Nichols, Tracy, Glavin and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

cc: Mr. H. H. Glegg  
Mr. Mohr

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Egan  
Gurnea  
Harbo  
Mohr  
Pennington  
Quinn Tamm  
Nease

THE DIRECTOR

January 26, 1950

JOINT COMMITTEE

SUGGESTION #347

NOTATIONS ON CASE STATUS CHANGES

EMPLOYEE:

MEMBERS PRESENT: H. H. CLEGG  
E. SCHEIDT  
S. E. McKEE  
R. T. HARBO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/18/91 BY SP-5CJ/bw

b6  
b7c

SUGGESTION: Present regulations require that the status of each case be designated in the lower right corner by the letter "C" or "RUC" or if the case is pending the name of the Agent to whom assigned is written in this space. If the case is re-opened the letters "C" or "RUC" are erased and the name of the Agent to whom the case is assigned, together with date assigned, are placed in the lower right corner. Whenever a case is reassigned the old name and date are erased and the new name and date are inserted. The suggestion is that when the case is opened, the name of the Agent and the date assigned be indicated immediately under the printed inscription "Federal Bureau of Investigation" on the file cover. If the case is reassigned, then the new name and date can be written directly under the previous name with no need for erasing. When the case is closed, this change in status can be indicated by writing the letters "C" or "RUC" in the lower right-hand corner. If the case is re-opened, then and only then would it be necessary to erase the notations "C" or "RUC".

This procedure would save considerable clerical time in the Chief Clerk's Office in the field and in addition would furnish a record of the Agents to whom the case had been assigned at different times, which might possibly be of value.

JOINT COMMITTEE CONSIDERATION:

Unanimously favorable.

EXECUTIVE CONFERENCE RECOMMENDATION:

Messrs. Tracy, Carlson and Harbo favored the proposal. Messrs. Glavin, Mohr, Rosen, Ladd, H. H. McCabe and Fletcher were opposed on the ground that this would make for an untidy appearance of the file front and that a small savings in clerical time under the proposed procedure would not be adequate justification for a change.

Respectfully,  
For the Conference

INDEXED

RECORDED

EX-9

Clyde Tolson.

FEB 13 1950

5

RD

cc Mr. Clegg  
Mr. Mohr

Room  
RT:LEAF

FEB 15 1950

THE DIRECTOR

1-19-50

JOINT COMMITTEE

SUGGESTION NO. 322

SUBMITTED BY SA R. G. FLETCHER  
TO INSPECTOR T. E. NAUGHTEN

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJB

SUGGESTION:

The calling for clarification of existing instructions which are interpreted in the nature of suggestions as follows:

(1) At night the Sources of Information index cards be locked up.

JOINT COMMITTEE CONSIDERATION:

The Sources of Information, according to the manual, shall be readily and easily available to the Agents in the office. There are some Agents who might have need for this material occasionally at night. All offices are open with someone on duty 24 hours a day and, in the event there are Sources of Information cards in cabinets not equipped with locks in Field Offices, it was not felt that there would be justification for the purchase of locked cabinets or special locks for these cabinets for such a purpose. Some offices, it is understood, do have these cards in cabinets that will lock and they make it a practice to lock them up at night.

It was not believed that it should be made a requirement, however, that this be done. It should be borne in mind that these are Sources of Information cards and not Confidential Informant cards.

EXECUTIVES CONFERENCE CONSIDERATION:

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Unanimously concurred with Joint Committee. January 30, 1950.  
Present: Messrs. Tolson, Ladd, Glavin, Mohr, Rosen, McGuire,  
N. H. McCabe, Fletcher, Carlson, Nease, Harbo.

cc-Mr. Clegg  
Mr. Mohr

HHC:DMG

INDEXED - 75

RECORDED  
64 FEB 14 1950

53 MAR 3 1950

ORIGINAL COPY FILED IN 66-7225

Memorandum for the Director

(2) It is now required that manuals, FBI Handbooks, Bureau Bulletins and SAC Letters be maintained in a safe and secure place so as not to be available to unauthorized individuals.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee reviewing the background of the current instructions observed that, although originally consideration was given to a rule requiring that these materials be locked up after office hours, it was felt that the phraseology of the present rule was the best that could be adopted practically and that, therefore, there is no requirement that this material be locked up at night.

There is attached hereto a proposed letter to SA R. G. Fletcher, with a carbon copy for Inspector T. E. Naughton giving additional details concerning these matters, as requested.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee, January 30, 1950.  
If approved, the attached letter may go forward to Special Agent R. G. Fletcher.

Respectfully,  
For the Conference

Clyde Tolson.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE

EXEMPTED FROM AUTOMATIC  
DECLASSIFICATION  
AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
EXEMPTION CODE 25X(1)  
DATE 08-02-2011

THE DIRECTOR

Per OGA letter dated  
6/20/2011

2-2-50

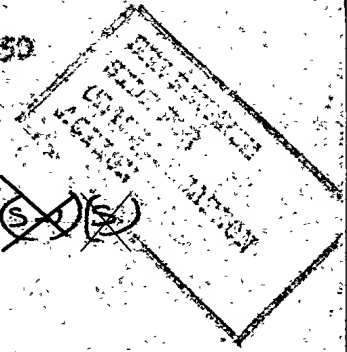
A. Rosen

~~SECRET~~

EXECUTIVE CONFERENCE

RE: CENTRAL INTELLIGENCE AGENCY APPLICANT INVESTIGATIONS

(S) (S)



(U) The Executives' Conference considered our progress relating to  
Central Intelligence Agency applicant investigations to recommend future  
action at the termination of our present agreements. (S) (S)

(U) OUR SECRETARY FOR THE CIA (S) (S)

Classified by SP-5 C/TOR  
Declassify on: OADR  
5/5/91

(S) As a result of a request from CIA, a conference was held at the Bureau  
at which Colonel Sheffield Edwards, [redacted]  
[redacted] Mr. Ladd, Mr. Rosen and Mr. Callan represented the Bureau. (S) (S)  
This conference was held on December 2, 1949. Subject to the Director's approval,  
it was agreed that the Bureau could continue to conduct investigations for CIA on  
the same basis upon which we are currently conducting them except for a voice in  
price from [redacted] per investigation through the fiscal year of 1951. (S) (S)

(U) CIA was advised of this agreement by letter dated December 12, 1949, from  
the Director to Admiral Joseph U. Hillenbratter, the Director of CIA. Hillenbratter  
acknowledged our letter on December 16 and confirmed the agreement. (S) (S)

(S) [redacted] XX

(S) [redacted] XX

- Mr. Tamm
- Mr. Egan
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

(U) (See memo from Mr. Tamm to Mr. Tamm dated 10-10-46 - 66-6200-118-18X;  
Memo from Mr. Callan to Mr. Rosen dated 12-30-46 - 66-6200-118-34;  
from Mr. Rosen to Mr. Ladd dated 12-7-48 - 66-6200-118-79;  
Ladd to the Director; dated 12-8-48 - 66-6200-118-80.) Memo from Mr. [redacted]

RECORDED 34

55 FEB 15 1950

Source is Another Gov't Agency

COPY FILED IN 62-84700-1091

Memorandum to the Director

~~SECRET~~

This matter had been previously submitted to the Director and the majority view of the conference on December 6, 1949 was approved by the Director outlining the following reasons which motivated the majority of the conference in its decision. These reasons are as follows:

1. CIA desired the investigations and was requesting continuation of the agreement.

2. CIA had scrupulously observed the agreement.

3. CIA had expressed itself as being eminently satisfied with the investigations.

4. The dead lines were such that no serious inconvenience was caused the Bureau in handling these investigations.

5. The cases were referred to the Bureau by CIA in an even flow so that no emergency situations were created.

6. The conduct of these investigations by the Bureau gave CIA no excuse for the maintenance of a large investigative staff in the acoustic field.

7. The arrangement would result in a reimbursement to the Bureau during the fiscal year 1951 in an amount of [redacted]

Following the Director's approval of the recommendations, a letter was forwarded to Admiral Miller-Rochter on December 12, 1949. (S-1) (S)

RECOMMENDATION

The Executives' Conference with the exception of Messrs. Tolson, Glavin and Mohr recommended that we continue our policy for the reasons indicated above. Those opposing indicated that they were opposed to continuing because he had too much work of our own to do and that he, therefore, could not afford to handle these investigations. As the considerations still prevail the majority were in favor of again approving the existing policy. [There has been no breach of the contract as yet by CIA.] Our present agreement runs through to June 30, 1951.

Those in attendance were Messrs. Tolson, Ladd, Harbo, Glavin, Nichols, Mohr, Tracy, Carlson, Fletcher, W. B. McCabe and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

~~SECRET~~

The Director

February 2, 1950


The Executives Conference

h  
The Executives Conference of January 31, 1950, consisting of Messrs. Tolson, McCabe for Clegg, Harbo, Carlson, Tracy, Mohr, Fletcher and Glavin, considered a suggestion by Mr. H. L. Edwards, Personnel Officer, in connection with again advising Bureau employees concerning the FBI Suggestion Program.

The Conference was advised that Mr. Edwards had suggested that a folder comparable to the folder attached labeled "B" be prepared to contain the information reflected on the charts attached hereto.

The Conference recommends approval of Mr. Edwards' suggestion in this matter.

Respectfully,  
For the Conference

  
Clyde Tolson

Attachment

cc - Mr. H. H. Clegg  
cc - Mr. Mohr

WRG:VH

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-SCI/BJR

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 101

INDEXED - 101

66-2654-7539  
FEB 16 1950

1900  
54 FEB 23 1950

h  
THE DIRECTOR

2-8-50

Executives Conference

There is attached hereto a memorandum prepared by Mr. H. C. Boswell of the Training and Inspection Division dealing with the legislative history of wire tapping since the Federal Communications Act of 1934. This matter was discussed and considered by the Executives Conference on February 8, 1950, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Rosen, Nichols, Fletcher, Carlson, Nease and Clegg present. The matter was considered not only as to what would be desirable from the standpoint of convenience to the Bureau's activities, but also from the standpoint of what would be proper and desirable to the general benefit of the Bureau and the country.

Mr. Nichols and Mr. Carlson concurred in the suggestion of Supervisor Boswell that there be recommended orally to the Department that appropriate legislation be sought authorizing the use of wire tapping techniques and approving the admissibility of any evidence obtained thereby when approved by the Attorney General and in Kidnaping and Extortion cases and other felonies when human life is in danger and in Espionage, Sabotage, Treason, subversive and related matters affecting the national security.

Those opposed to the suggestion, believing that no suggestion either orally or in writing should be made by the Director or anybody connected with the Bureau concerning such proposed legislation, are Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Rosen, Fletcher, Nease and Clegg.

Respectfully,  
For the Conference

Clyde Tolson

Attachment  
cc-Mr. Mohr  
Mr. Clegg

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

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HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CUP

INDEXED - 78

RECORDED - 78

EX-15

NOT RECORDED  
146 FEB 20 1950

60 FEB 28 1950

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ORIGINAL FILED IN 62-12114-2389



THE DIRECTOR

2-8-50

Executives Conference

UNITED STATES ATTORNEYS' CONFERENCE  
ASSEMBLY ROOM #1, ROOM 5231  
FEBRUARY 13 - 14, 1950

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/8/91 BY SP-5C/BMP

On February 8, 1950, the Executives Conference, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Rosen, Nichols, Fletcher, Carlson, Nease and Clegg present, unanimously recommended as follows:

(1) That Mr. Fletcher and Mr. Rosen or, in the event of their necessary absence, a representative of the Security and General Investigative Divisions designated by them, be present at all regular sessions of the U. S. Attorneys' Conference in addition to Mr. Clegg. The purpose of these representatives would be to answer questions particularly with reference to specific cases that might be brought up or to obtain information with reference to them if they do not have personal knowledge of these cases and policies relating thereto.

(2) That in keeping with the practice followed at the 1949 Conference of U. S. Attorneys there be no assignment of each of the U. S. Attorneys for an interview or for contact by Seat of Government officials and Supervisors. In years prior to 1949, when this was done it became rather "obvious" particularly when Supervisors would call out a U. S. Attorney from a business session of the Conference in order to get some expression of praise or criticism or approval with reference to the Bureau's work and the work of the Field Offices. With Messrs. Fletcher, Rosen, or their representatives, and Mr. Clegg present, it was felt if anyone had any complaints or any matters to discuss they would have ample opportunity to do so on their own initiative and, of course, these three representatives would mix and converse with the U. S. Attorneys at recess periods and at other opportune times in addition to being present at the business sessions. It was also pointed out regular suggestions are now solicited and received from U. S. Attorneys when they have suggestions to make and the assignment of each U. S. Attorney for interview would seem unnecessary.

(3) That as in the past and as requested on this occasion the Bureau photographers take a photograph of the U. S. Attorneys Conference in the center courtyard when it adjourns for the noon recess period on February 13, or if the weather is unfavorable, on February 14th.

There is attached hereto a list of the U. S. Attorneys up to date as of January 16, 1950.

Respectfully,  
For the Conference  
RECORDED - 11

Clyde Tolson

FEB 23 1950

Attachment

cc-Mr. Mohr  
Mr. Clegg

HHC:DM

100-2554-7542  
81  
1950

Date of removal 3-2-50

Report

Letter

Enclosure

Exec. Conf.submitted by Jolsondated 1-24-50 has been removed for Mr. Lamphereto be sent to kept permanently in his office, Room 4708See file 66-2554-7530 for authority.Subject June Mail

Synopsis

This is to be removed from file upon the return of the item and  
forwarded to the Coordinator of Mail and Files

Date

Removed by

3-2-50R. GillispieFile Number 66-2554-7541

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DATE 5/8/91 BY SP-5 ci/BHK

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

February 16, 1950

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DATE 5/8/91 BY SP-5C/BMP

At the Executives' Conference, February 13, 1950, Messrs. Tolson, N. H. McCabe, Harbo, Nichols, Tracy, Mohr, Carlson, and Fletcher in attendance, the Conference was advised a Subcommittee on Control of Persons Departing from the United States, Interdepartmental Committee on Internal Security, had inquired for information from the Bureau as follows:

(1) How many subversive identifications have been made by the Bureau on the basis of fingerprint cards submitted in connection with visa applications? With reference to this question, the Bureau does not keep statistics of this nature. The number of identifications made on the basis of fingerprint cards submitted in connection with visa applications is very small, and those identifications that are made are not broken down as between subversives and others. It was recommended that the Subcommittee be advised that the Bureau does not maintain such statistics.

(2) What would be the Bureau's problem in handling approximately one thousand fingerprint cards per day on a current basis of visa applicants? In the first six months of the current fiscal year the Bureau actually received fingerprint cards of this character in excess of one thousand per day. It was recommended that the Subcommittee be so informed.

(3) Would the Bureau be interested in limiting the prints of visa applicants who may actually be granted visas to aliens from iron curtain countries and aliens of iron curtain nationality, regardless of the country in which they applied for a visa? The Alien Registration Act does not so limit the taking of fingerprints in connection with visa applications, and it was recommended that the Bureau offer no comments since this related to legislation. It was recommended also that it should be pointed out to the Subcommittee that such a limitation might be impractical particularly in cases involving fraud or false statements. It would be difficult to assure that all persons falling into the suggested group could be identified for the purpose of being fingerprinted.

(4) Would the Bureau be interested in the prints of all suspect nationals, regardless of the country of origin or residence? Under the provisions of the Alien Registration Act of 1940, the Bureau receives prints of all aliens seeking immigration into the United States whether or not they are suspect. It was observed that the Subcommittee was just beginning its deliberations, and it was recommended that a Bureau representative maintain contact with the Committee to follow the thinking and developments within the Subcommittee on the problem of the entrance of aliens into the United States.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CC - Mr. J. P. Mohr  
Mr. H. H. Clegg

HBF:tlc:dbb

RECORDED - 94  
INDEXED - 94

166-2554-1543  
FEB 28 1950  
37

MEMORANDUM FOR THE DIRECTOR

*yes* *21* The members of the Conference were in unanimous agreement with the recommendations.

If you approve, the Committee will be advised in accord with the foregoing observations, and a representative from the Security Division will continue to be in attendance at their meetings.

Respectfully,  
For the Conference

*7*  
Clyde Tolson

*A, but I  
don't think our  
Representative  
ought to get other  
than an absence.  
He simply hasn't  
time to guide this  
other outfit.  
21*



## OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

DATE: February 13, 1950

TO : Mr. Harbo

FROM : Mr. Bowles

SUBJECT: Security of Bureau Mail - Research Project

REFERENCE

Re memorandum to Mr. Harbo from H. B. Fletcher December 27, 1949, in which it is suggested that a research project with reference to the security of mail is desirable in an effort to find a practical adhesive which will provide reasonable security.

RECOMMENDATION

That the Laboratory be authorized to spend such time as is necessary - consistent with current work and not to exceed 30 days of actual time without further authorization - to develop a sufficiently simple yet satisfactory tamper proofing method.

Approved by Exec. Conf. 2/21/50  
Messrs. Tracy, Mohr, D. H. McCabe,  
Nease, Carlson, Rosen, Glavin, Harbo.

30-693

JMT:PJR

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DATE 5/8/91 BY SP-5CJ/DK

ORIGINAL COPY FILED IN 66-2554-1

The Director

February 15, 1950

The Executives Conference

PURCHASE OF "THE PORTO-CLINIC"

ALL INFORMATION CONTAINED  
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DATE 5/8/91 BY SP-5 CJP/om

The Executives Conference of February 14, 1950, consisting of Messrs. Tolson, Harbo, Mohr, Rosen, Nichols, Fletcher, Carlson, Tracy, McCabe for Clegg and Glavin, considered a memorandum submitted by Mr. F. M. Kunz of the Training Division concerning the purchase of a "Porto-Clinic." A leaflet describing the instrument is attached hereto.

It will be noted from Special Agent Kunz' memorandum that the unit is contained in a finished wooden carrying case, 19 inches high, 18 inches deep, 11 inches wide, weighing 28 pounds. Mr. Kunz feels that the need for a driver testing device in connection with the training of the FBI National Academy has long been needed; that this device will provide tests for visual acuity, color perception, field of vision, depth perception and reaction time. Mr. Kunz further points out that the equipment could be utilized in connection with local police training schools; that the unit costs \$197.50 F.O.B., New York.

He recommends that one of the units be used in connection with the traffic training of the FBI National Academy and local police schools, and that the unit should be obtained by April 1, 1950, so that it would be available for use during the Agents' Traffic Refresher Course.

The Conference in considering this particular device did not feel that it was necessary, pointing out that the utilization of one particular device might result in law enforcement officers feeling that the Bureau recommended the use of a system or device which possibly might cause complaint to be filed with the Bureau from other organizations having comparable instruments.

The Conference recommends that this device be not purchased at this time.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Room \_\_\_\_\_

CC: Mr. H. H. Clegg  
Mr. Mohr

WEG:VH

RECORDED - 94  
INDEXED - 94

66-2554-7544

Attachment

The Director

February 16, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
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DATE 5/8/91 BY SP-SCI/bm

The Executives Conference consisting of Messrs. Tolson, Clegg, Glavin, Harbo, Mohr, Carlsen and Tracy, on February 16, 1950, considered the following matters concerning the Identification Division.

For the Director's information, during the past fiscal year the Identification Division received a total of 594,050 fingerprints from the Civil Service Commission. During the same fiscal year 174,618 fingerprints were received from the Navy Department; 51,808 fingerprints from the Marine Corps; 78,012 fingerprints from the Maritime Commission; 142,055 fingerprints from the Coast Guard. Sometime ago the Bureau approved the returning of applicant type fingerprint cards to local police departments after search through the criminal file, the non-idents being stamped to that effect and the idents being returned with a copy of the record. This eliminated the typing or photographing of the index card, the sequencing and filing of the index card, and the sequencing and filing of the fingerprint card.

With the view of reducing the cost of operating the Identification Division, Mr. Tracy recommended that the applicant procedure be extended to all fingerprints received from the Civil Service Commission, being returned to the Commission after search through the criminal file. The savings involved would be the elimination of the preparation of approximately 500,000 index cards and the sequencing and filing of these cards, and the sequencing and filing of the same number of applicant fingerprint cards.

It was pointed out that some Attorneys General have questioned the advisability of the Bureau maintaining a non-criminal file and that the same question had been raised by the House Appropriations Committee, together with the question as to why should not the Civil Service Commission pay for the service rendered. The Conference unanimously, with the exception of Mr. Tracy, voted to keep the Civil Service Commission fingerprint cards.

The Conference was further advised of the receipt of a telephonic request from an official in the Office Management Bureau of the Navy Department. This official has previously had conferences concerning the armed forces fingerprint cards and she made inquiry as to whether or not the Bureau was desirous of assuming the responsibility of the handling of Navy fingerprint cards. The Department of Defense has been working on a consolidation of their various facilities and it apparently is their desire to have the Bureau extend its fingerprint service to all other branches of the Navy. The Bureau now renders a criminal search for the Army and

cc - Mr. Mohr

Mr. Clegg

SJT:MP

RECORDED

166-2554-7545

FEB 16 1950

37

Memo to The Director

February 16, 1950

Tolson  
Ladd  
Clegg  
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Nichols  
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Harbo  
Mohr  
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Nease  
Gandy

effective July 1, 1950, will extend this service to a non-criminal search to verify prior enlistments. The Navy and Marine Corps, however, have separate fingerprint files and heretofore have made their own searches to establish prior enlistments.

If the Bureau extends its services to the Navy, this would undoubtedly sooner or later extend to the Marine Corps, Coast Guard and Maritime Commission. It was therefore recommended to the Conference that Navy, Marine Corps, Coast Guard, and Maritime Commission fingerprints be returned after a search of the criminal files, the same as is proposed for the Civil Service Commission. This would result in a substantial saving, eliminating the preparation of index cards, and the sequencing and filing of the index cards and the ~~fingerprint~~ cards. *flom*

The Conference, with the exception of Mr. Tracy, voted to continue to receive the Navy, Marine Corps, Coast Guard, and Maritime fingerprint cards in our files, to index and sequence and file them in the Identification Division. Further, that the Navy official who inquired be advised that the Bureau would be unable to extend its service beyond the service being presently rendered, and that the Bureau did not desire to accept the present Navy fingerprint file.

Respectfully,  
For the Conference

*Jaguel*  
Clyde Tolson

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DATE 5/8/91 BY sp-5 c/bm

*78*



The Director

February 23, 1950

The Executives Conference

The Executives Conference consisting of Messrs. Harbo, Glavin, Carlson, Norman McCabe, Mohr, Nease and Tracy, on Tuesday, February 21, 1950, considered the following matter pertaining to the Card Index Section, Identification Division.

Procedure for  
When searching current fingerprints in Card Index Section, idents are checked prior to leaving the Section to insure that the fingerprint card is properly initialed; that all aliases have been searched; that the signature has been searched, and that FBI numbers listed on the back have been noted. This procedure is to detect any errors and avoid the necessity of returning the fingerprint card for further search. It is recommended that this check be eliminated and instead that the Typing Section return errors at the time of answer. It takes the time of approximately 5 employees in the Card Index Section to perform this checking procedure. The number of errors subsequently returned would involve much less work in checking than the present procedure of checking all idents made when the fingerprints are first searched in the Card Index Section. It is estimated there will be a definite saving of between 2 and 3 full time employees. A trial of this procedure will determine in a reasonable period of time whether it is sound.

The Conference unanimously agrees on the change in procedure.

Respectfully,  
For the Conference

Clyde Tolson

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DATE 5/8/91 BY SP-5CJ/OM

*I hope they are  
put on production  
without delay.*  
2/23  
✓

Tolson \_\_\_\_\_ cc - Mr. Mohr  
Ladd \_\_\_\_\_ Mr. Clegg  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
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Gandy \_\_\_\_\_

SJL:MP

yes  
74  
RECORDED - 69

INDEXED - 69

66-2554-7546

53 MAR 3 1950

EX-9

The Director

February 21, 1950

The Executives Conference

WANTED RESEARCHING

Technical Section - Identification Division

The Executives Conference consisting of Messrs. Harbo, Glavin, Carlson, Norman McCabe, Mohr, Nease and Tracy, on Tuesday, February 21, 1950, considered the "researching" of fingerprint cards in the Identification Division involving wanted notices.

Regular Wanted Notices - Present Procedure

About 800 requests monthly are received from law enforcement agencies for the placing of a "want" against a fingerprint record. The Technical Section "researches" the fingerprint card through the criminal file and also through the dead file. This is to insure there is no additional criminal record or dead record in the files. Approximately 5 additional criminal prints are located each month as a result of the "researches."

Recommendation: That no "research" be conducted in the Technical Fingerprint Files.

Bureau Fugitives - Present Procedure

About 700 requests monthly are received to place "wants." A research is made through the criminal, dead, and non-criminal fingerprint files before the want is posted.

Recommendation: That Bureau Fugitives be researched through the criminal and dead fingerprint files only.

A name search would continue to be made in the criminal and non-criminal Card Index files.

Identification Order (IO Fugitive) - Present Procedure

These are handled the same as Bureau Fugitives; however, in addition a research is made (1) at the time the individual is a Bureau fugitive; (2) at the time a fugitive memorandum is prepared in Ident; (3) at the time the glossy photo print of the IO is made; (4) at the time the IO is printed by the Mechanical Section. For the month of December, 1949,

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Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

537:MP

RECORDED - 149

INDEXED - 140

66-2534-7547

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DATE 5/8/91 BY SP-5C/PA

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Memo to the Director

February 21, 1950

there were 22 IO fugitive cases and for January, 1950, there were 25.

Proposed Procedure: That at the time an individual becomes an IO fugitive and the glossy photograph of the IO has been prepared, the fingerprints be then researched through all files, no other research being conducted.

When "wants" are placed a colored metal tag is placed on the fingerprint card in addition to a notice being entered on the card itself. Any incoming fingerprints should be identified and the Fugitive Supervisor advised immediately if a Bureau case. The additional researches in the case of Bureau fugitives and IO fugitives are to make doubly sure that any errors are caught. These are therefore administrative devices to eliminate the possibility of error.

There are several million fingerprint cards in the non-criminal fingerprint file which have not been searched through the criminal file such as personal identification, military, applicant, etc. and were given only a name search. At the time of the first wanted research such fingerprints are located in Bureau cases. For some time all incoming current receipts are searched against the criminal file, therefore, identis are currently being made.

On the average only 5 additional criminal records are located each month as a result of the 800 researches of wanted notices from other law enforcement agencies and therefore in this number of cases the complete identification record would not be available.

There are 52 fingerprint employees assigned to searching "wanted" fingerprints and if the above suggested modifications are placed in effect there will be a saving as follows:

1. Regular wanted notices received from law enforcement agencies

Saving of employees 2

2. Bureau Fugitives - the longest search is against the non-criminal file. At the time of the wanted research by Card Index many non-criminal cards are located with the same name. This increases the time involved in the search of the non-criminal fingerprint file. The only fingerprint cards currently received being filed in the non-criminal file are loyalty, armed forces and aliens. Applicant prints are being returned.

It is therefore believed that the number of instances wherein we would miss a prior record is decreasing with time. There will, of course,

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Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Memo to the Director

February 21, 1950

if the restricted procedure is put in effect, be instances wherein Bureau fugitive cases there will be a fingerprint of value missed. However, at this time it is believed that the savings involved are probably justified.

Net saving under this procedure - 29 fingerprint employees

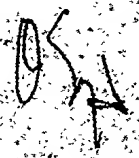
IO Fugitives -

The net saving on the suggested restricted procedure - 1 employee

Mr. Rosen and Agent Martin, Fugitive Supervisor, are in agreement with the proposed changes in procedure in view of the savings involved; although, they point out there will be some identifications that will be missed by the change in procedure.

The Executives Conference unanimously recommends the adoption of the recommendations.

Respectfully,  
For the Conference

  
Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



The Director  
The Executives Conference

February 23, 1950

*from*

The Executives Conference of February 23, 1950, consisting of Messrs. Tolson, Carlson, Nease, McCabe for Clegg, Nichols, Rosen, Mohr, Harbo, Tracy and Glavin, was advised concerning the attached circular received from the Bureau of the Budget addressed to the Heads of Executive Departments and Establishments concerning information on Government films. The purpose of the memorandum was to secure information as to the accessibility and availability of United States Government films that are available for public use. Such films are cataloged, the catalog being made available to community organizations, educational institutions and other organizations which might utilize such films for shows before their members.

The Conference was of the opinion that none of the films utilized by the Bureau at the present time fall within this category.

Respectfully,  
For the Conference

*[Signature]*  
Glyde Tolson

CC: Mr. H. H. Clegg  
Mr. Mohr

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DATE 5/8/91 BY SP-5CJ/ON

WRG:VH

Attachment

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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RECORDED - 140  
INDEXED - 140

66-2554-7548

*[Handwritten initials]*

THE DIRECTOR

2-17-50

0 Executives Conference

There is attached hereto the work sheet of classes, the amount of time for each subject and the source or identity of the instructor for the two-day orientation course for new employees. This course is identical with that given during 1949, with the single exception that it proposes that the discussion of the functions of the Investigative Division, the Records and Communication Division, the Laboratory, the Files Section, the Identification Division, the Training and Inspection Division and the maintenance of desks and equipment, all be given by the same instructor from the Training and Inspection Division. In the past there has been a separate instructor for each of the divisions which has some advantage in that it will permit the representative of the division to appear before the class and emphasize those matters he believes to be currently of greatest importance. On the other hand, since the appearance of each of these representatives ranges from 15 to 30 minutes, it becomes necessary, since the schools must be held at the Identification Building, that the instructor travel to and from the Identification Division at the time the busses run in addition to giving the instruction at the specific time indicated. This seemed to be a waste of time and the Executives Conference, with Messrs. Tolson, Glavin, Harbo, H. B. Fletcher, Carlson, Mohr, Tracy, McGuire and Clegg present, unanimously agreed with the recommendation that the functions of the above-mentioned divisions be handled by a single instructor.

In addition to these subjects, it is to be noted that there is a separate one-hour discussion of the Chief Clerk's Office and the requirements involving leave, registration, salary payments and the like, given by the Administrative Division.

If the above is approved, the attached work sheet will be used in the future.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

Tolson cc-Mr. Mohr  
Ladd Mr. Clegg

Clegg  
Glavin HHC:DMG

Nichols

Rosen

Tracy

Harbo

Mohr

Tele. Room

Nease

Gandy

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DATE 5/8/91 BY SP-5 C/BK

RECORDED - 140

INDEXED - 140

66-2554-7549

h  
THE DIRECTOR

February 23, 1950

JOINT COMMITTEE

SUGGESTION NO. 366

EMPLOYEE: [REDACTED]

BIRMINGHAM OFFICE

FIELD FIREARMS TRAINING RECORD

SAVINGS: None  
AWARD: None

b6  
b7C

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/BMP

SUGGESTION: That the Field Firearms Training Record (Form FD-40) be revised in order to show the minimum number of times the Agent is required to participate in specified types of firearms training annually. Provision should also be made for recording some of the technical training which in the past has been required each year.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee recommended unanimously unfavorably since instructions concerning firearms training are issued once each year, and there may be changes in the requirements so that any printed headings of the types suggested would be misleading. Further, the same procedure will, in the future, be applied to technical training in other matters, and therefore the old provision with reference to maintaining the record of such training would likewise possibly be obsolete when the instructions for the ensuing year are issued.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 2/27/50. Present: Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

INDEXED - 22

RECORDED - 22

66-2554-7550

RO

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg

Mr. Mohr

58 MAR 2 1950

RTH:deh

977-75

THE DIRECTOR

2-24-50

A. Rosen

The Executives' Conference unanimously approved making available to [redacted] pictures and write-ups from jewel theft and con man albums to [redacted]

b7D

[redacted] indicated that [redacted] was interested in indexing these photographs and write-ups in their files and he felt that [redacted] might be of some assistance to the Bureau because if these individuals appeared in [redacted] they could be identified from the data indexed in [redacted] files.

This will be handled through Liaison if approved.

Those in attendance were Messrs: Tolson, Glavin, McCabe, Tracy, Carlson, Harbo, Mohr, Nichols and Rosen.

Respectfully  
For the Conference

Clayton Tolson

ALL INFORMATION CONTAINED  
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DATE 5/8/91 BY 6-16/OHF

RECORDED - 61

INDEXED - 61

166-2554-755  
MAR 1 1950



THE DIRECTOR

February 2, 1950

JOINT COMMITTEE

SUGGESTION NO. 362

EMPLOYEE: SA ARTHUR T. POTTER  
EL PASO OFFICE

FINGERPRINT PATTERN SLIDES

*Executive Conference*

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/81 BY SP-5 C/BH

SUGGESTION: That a complete set of slides, standard size, be made up of the various fingerprint patterns, including questionable deltas, cores, ridge counts and tracings, and that such slides be furnished to the various fingerprint instructors in the Field for their use in conducting training schools in fingerprint matters. Agent Potter in making the suggestion was of the opinion that these slides would be a valuable training aid, and by furnishing them to the instructors in the Field it would obviate the necessity of shipping such slides from Washington each time a set was required by a fingerprint instructor.

JOINT COMMITTEE CONSIDERATION:

At the present time, there are no slides in existence in the Bureau of the type suggested by Agent Potter. Mr. G. J. Engert of the Identification Division has pointed out that he and the other fingerprint men in the Identification Division do not use slides for teaching in connection with police schools. He cited the following disadvantages:

1. Room is so dark it is difficult to take notes.
2. Officers get drowsy.
3. Requires extra individual to operate slide projector.

Mr. Engert further pointed out that it is doubtful whether other fingerprint instructors would use such slides if they were made. He mentioned that slides were prepared a few years ago for teaching a general fingerprint course; however, the demand for them was very slight and practically no requests have been received for slides of this type for the past two years.

The Joint Committee felt that Mr. Engert's comments were well taken, and for the reasons cited by him, unanimously opposed the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 2/27/50. Present: Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

ES:gh

INDEXED - 84

RECORDED - 84

66-2554-7552

EX-34

THE DIRECTOR

February 21, 1950

JOINT COMMITTEE

SUGGESTION NO. 353

EMPLOYEE: SA WASON G. CAMPBELL  
LOS ANGELES OFFICE

TERRITORIAL ALLOCATION LIST

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 C. B. M.

SUGGESTION: That sufficient Territorial Allocation Lists be prepared for furnishing not only to personnel but for inclusion in each Postal Guide in each office. Also, that in future publications of the Territorial Allocation List that they be prepared in pamphlet form so that they will fit not only in the Postal Guide but in the FBI Handbook for ready reference.

It was pointed out that it was believed the above procedures would save time on the part of all Agents in setting out leads and would diminish the number of misdirected leads.

JOINT COMMITTEE CONSIDERATION:

The Bureau presently furnishes 3,800 copies of the Territorial Allocation List to the Field. It is the feeling of the Joint Committee that this number is adequate, and that the number of references to this list as compared to the total number of undeveloped leads set forth is such that the suggested changes are not merited. The present form of issuing the Territorial Allocation List has met existing needs for a long period of time.

The Joint Committee was unanimously of the opinion that the suggested changes should not be made.

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED - 62  
INDEXED - 68

The Executives Conference on 2/23/50, consisting of Messrs. Tolson, Glavin, Harbo, Rosen, Carlson, Mohr, Nichols, Tracy and N. H. McCabe, unanimously agreed with the recommendation of the Joint Committee.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

SKM:dgl

Respectfully,  
For the Conference

Glyde Tolson

THE DIRECTOR

February 23, 1950

JOINT COMMITTEE

SUGGESTION NO. 363

EMPLOYEE: SA ARTHUR T. POTTER

EL PASO OFFICE

FINGERPRINT TRAINING SUPPLIES

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
K. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CIB/HF

SUGGESTION: That a standard amount of fingerprint training supplies, such as fingerprint magnifiers, practice classification sets, slides of fingerprint patterns, enlarged charts of various fingerprint patterns, classification and sequence charts and latent fingerprint kits be furnished to the Special Agent fingerprint instructors in the Field who are generally utilized on specialized fingerprint schools.

It is pointed out that there is no restriction on the Field with reference to ordering a reasonable quantity of supplies for use in handling fingerprint schools with the exception of fingerprint magnifiers. At present, the Bureau does not have sufficient fingerprint magnifiers to place them throughout the United States in various zones.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously that the present procedure be continued whereby supplies are furnished upon request to individual offices to the extent that such equipment is available.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee, 2/27/50. Present: Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 127

INDEXED - 127

MAR 1 1950

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

dgh

THE DIRECTOR

February 23, 1950

JOINT COMMITTEE

SUGGESTION NO. 364

EMPLOYEE: SA ARTHUR T. POTTER  
EL PASO OFFICE

SAVINGS: None  
AWARD: None

FINGERPRINT CHARTS

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/BAP

SUGGESTION: That a chart entitled "Structure of Friction Skin" be enlarged to standard wall chart size and appropriate colors, and that this enlarged chart be furnished to the fingerprint instructors in the field for display in training schools.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The chart is reproduced from the booklet entitled "Classification of Fingerprints" which is utilized by every fingerprint instructor in fingerprint schools, and copies of the pamphlet are usually in the hands of the members of the school. It is felt that the preparation of a large wall chart would be of little value and the work involved would be unwarranted.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 2/27/50, Present: Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

RECORDED - 20

INDEXED - 20

66-2554-7555

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Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
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Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg

Mr. Mohr

1950

lgh



THE DIRECTOR

February 23, 1950

JOINT COMMITTEE

SUGGESTION NO. 361  
SAC E. D. HASON  
SAVANNAH OFFICE  
FORMS FD-125 and 126

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

SUGGESTION: That Forms FD-125 and FD-126 be revised so that a sheet of carbon paper can be used and both can be filled out at the same time. Form FD-125 is a Request for Criminal Data, and Form FD-126 is a Request for Credit Information. These forms are used in the Field by Special Agents.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It is not felt that this suggestion is practical inasmuch as the two forms call for information which is quite different, hence it would not be possible to so phrase or space the forms so that a carbon copy could be made of one while the other is prepared.

For example, the Request for Criminal Data contains information as to race, fingerprint classification, height, weight, hair, eyes, arrest number, criminal specialty and other identifying data none of which items are called for on the Request for Credit Information.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 2/27/50. Present: Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

31

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJB/K

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Clegg  
Mr. Mohr

ES:dg

dg

140

THE DIRECTOR

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 05-11-2011

2-24-50

A. Rosen

[ SURVEY OF CHINESE COMMUNIST  
ACTIVITY IN THE UNITED STATES  
INTERNAL SECURITY - CH ]

~~CONFIDENTIAL~~

The Executives' Conference unanimously recommended that the field be instructed to be alert to the necessity for being fully informed of activities pertaining to the Chinese Communist movement in the United States.

The survey is to be made for the purpose of gathering as much detailed information as can be obtained concerning the subject matter of this movement, such as the gathering of information concerning the identity of important persons, publications, organizations actively working in behalf of the movement in the United States, etc. The Bulletin is self-explanatory and has set a deadline for the completion of this project to be within thirty days upon receipt of the attached instructions.

The proposed Bulletin is attached and will go forward if approved.

Those in attendance were Messrs: Tolson, Glavin, McCabe, Tracy, Carlson, Harbo, Mohr, Nichols and Rosen.

Respectfully for the  
For the Conference

Clyde Tolson

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

Attachment

AR:FE

RECORDED - 33

INDEXED - 33

MAR 1 1950

34

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Classified by SP-5 CIP/HF  
Declassify on: OADR

5/8/91

THE DIRECTOR

February 27, 1950

EXECUTIVES CONFERENCE

REVISION OF LECTURE MATERIAL  
POLICE TRAINING PROGRAM

The Executives Conference on February 23, 1950, consisting of Messrs. Glavin, Harbo, Rosen, Carlson, Mohr, Nichols, Tracy and H. H. McCabe, considered the suggestion which had been made by police instructors attending In-Service school, that in bringing up-to-date police training school outlines in the various field offices, we follow the procedure of selecting a specific subject for each of the field offices and send to these offices copies of available material in the Training Division lecture files. In each office, a police instructor would be designated by the SAC to prepare a comprehensive lesson plan on the subject designated for that office, to be completed by a specified date. This material would be returned to the Bureau, reviewed carefully in the Training and Inspection Division, and then copies made to be distributed to each office for the use of police instructors. In this manner, we could have 52 lesson plans on 52 different subjects taught to police schools revised within a relatively short time. Of course, the material would be carefully reviewed at the Bureau before copies were sent to other offices.

Messrs. Glavin, Tracy, Harbo, Rosen and Carlson were in favor of this suggestion, as well as Mr. McCabe. Messrs. Mohr and Nichols were opposed, believing that such revisions in lecture outlines should be done at the Seat of Government in the Training and Inspection Division.

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/8/81 BY SP-5 C/BJ

cc: Mr. Clegg  
Mr. Mohr

RECORDED - 61

INDEXED - 61

166-2554-7550  
MAR 3 1950  
37

Tolson: NHHC: dgh

Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

MAR 3-1950

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TO : THE DIRECTOR  
FROM : THE EXECUTIVES\* CONFERENCE  
SUBJECT:

DATE: February 1950  
7/15

*from*  
At the Executives' Conference, February 13, 1950, Messrs. Tolson, N. H. McCabe, Harbo, Nichols, Tracy, Mohr, Carlson, and Fletcher in attendance, the Conference was advised that the following policy is followed by the Bureau with reference to searches of luggage and personal effects of persons entering and leaving the United States.

With reference to diplomatic personnel or similar official personnel of foreign governments, requests are not made of the Customs Service to effect baggage searches. When information is received indicating that the persons involved is carrying material of importance to national security, such information is furnished to the United States Department of State. With reference to diplomatic and foreign official personnel, it is the policy of the Bureau to make no search of their baggage or other material under their control without the permission of the State Department. The Customs Service in the past has stated that it does have the right to make a customs search of a diplomat's personal effects and baggage which are not under diplomatic seal.

With reference to individuals having no official status, the Bureau field office requests the local office of the Customs Service to effect a search of a subject's baggage when, in the opinion of the field office, it is believed something of value will be ascertained. A Bureau Agent may be present at the time of the search but in the capacity of an observer only.

The only instructions to the field are contained in SAC letters dated April 30, 1941, and April 13, 1945, in which it was indicated that requests from the Bureau representatives for searches of the effects of persons entering or leaving the country would be honored by Customs officials and that Bureau Agents would participate only as observers.

The Conference was of the unanimous opinion that the existing policy followed as a matter of practice was satisfactory, but that the field should be informed of that policy by appropriate bulletin. For your approval, there is attached a Bureau bulletin setting forth the Bureau policy with reference to the search of the effect of persons entering and leaving the United States.

Respectfully,  
For the Conference

*RyL*  
CC - Mr. H. H. Clegg  
Mr. J. P. Mohr  
HBF:tjc

RECORDED - 61  
Clyde Tolson

166-2554-7589  
MAR 2 1950  
37

60 MAR 3-1950

INDEXED - 61

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/2/21 BY SP-5CJ/OW



THE DIRECTOR

February 28, 1950

EXECUTIVES CONFERENCE

SUGGESTIONS

The Executives Conference on February 27, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Rosen, Ladd, Nichols, Carlson, Nease and Clegg, unanimously recommended that when suggestions are received and considered by the Joint Committee of Field and Seat of Government representatives and the suggestion is unanimously recommended unfavorably by the Joint Committee, that the matter not be presented to the Executives Conference for further consideration provided the Assistant Director in charge of the Division concerned with the suggestion agrees with the finding, as evidenced by his initials on the yellow copy of the Joint Committee memorandum. This Joint Committee memorandum recommending negatively, which decision is approved by the Assistant Director directly concerned, would then be routed through Mr. Tolson's office to the Director's Office for approval or disapproval by the Director or his Office Manager.

Since many of the suggestions are repetitions and have been previously considered and acted upon, since many of them are not adaptable or considered logical, since the views of two Special Agents in Charge and two Assistant Directors would be unanimously opposed to the suggestion, and since there would be a concurrence by the Assistant Director whose work is directly concerned, there would be an experience has proven that there is but a small possibility that there would be a reversal of this recommendation by the Executives Conference. It would be, in each instance, subject to review by Mr. Tolson's office and final approval by the Director's Office.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/BK

Respectfully,  
For the Conference

Clyde Tolson

cc: Mr. Clegg  
Mr. Mohr

Tolson MAC: dgh  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

RECORDED - 61

INDEXED - 61

60 MAR 3-1950

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FEB 28 5 24 PM '50

66-2554-7560

The Director

March 1, 1950

Executives Conference

*from*  
The Executives Conference, consisting of Messrs. Tolson, Carlson, Clegg, Ladd, Belmont, Rosen, Mohr, Harbo, Tracy, Glavin and Nichols, considered the suggestion of Mr. Engert that steps be taken to arrange for the various Government agencies to submit an additional form which would be filled out in connection with the ~~employee loyalty~~ form in order that this form could then be used as an index card.

The present practice is to file federal employee loyalty forms in numerical sequence and search them specially when requested against lists of subversives. It has been the view of the Records Section that the main indices should not be cluttered with 3,000,000 index cards occasioned by processing federal employee loyalty forms inasmuch as a master index is maintained at Civil Service.

The Conference was unanimous in recommending unfavorably on the suggestion. A letter to Mr. Engert is attached.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

cc: Mr. Clegg  
cc: Mr. Mohr

Attachment

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5CIPR

*[Signature]*  
LBN:hmc

EX-34

RECORDED - 23  
INDEXED

66-2554-7561

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

THE DIRECTOR

3-1-50

Executives Conference

DEPUTY SHERIFF MARLIN EDGAR CONSTANTINE  
FBI NA APPLICANT  
44TH SESSION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CIP/mr

The Executives Conference on 2-27-50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Rosen, Ladd, Nichols, Carlson, Nease and Clegg present, considered the application of Deputy Sheriff Marlin Edgar Constantine for attendance at the April Session of the FBI National Academy. He is a Deputy Sheriff of Maricopa County, Phoenix, Arizona. He was born in 1908 at Rife, Pennsylvania, finished High School and has been employed by the Pennsylvania Railroad, also has been a truck driver, and was a salesman for the Standard Oil Company for 5 years. He was a hosteler for the Pennsylvania Railroad for 2 years. He then joined the Harrisburg Police Department in 1938 and continued there until 1942. He then became an Inspector for a manufacturing company and since 1944 he has been a Deputy Sheriff at Phoenix. He was married in November 1942 to Angeline M. Thomas of Hagerstown, Maryland and investigation showed that the applicant resided with Miss Thomas as common-law husband and wife from 1931 until they married in 1942. Individuals contacted stated that the applicant and his wife were a very fine couple of excellent principles and good moral background. Those who were acquainted with the applicant and his wife prior to the marriage were of the opinion that they were married while living together. He served in the Army from March 1943 to September 1943 and was discharged because of a severe back strain that limited the motion of the spine, but he has no disability at the present time and receives no disability compensation. His physician stated he is capable of strenuous physical exertion. There was no other unfavorable information.

In view of the premarital relationship, Mr. Tolson recommended unfavorably.

Other members of the Conference recommended favorably in view of the recognition of common-law relationships and in view of the fact that those who were acquainted thought the applicant was married and in view of the subsequent good repute of the applicant and his wife since their marriage.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 124

INDEXED - 124

EX-8

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg cc-Mr. Mohr  
Glavin Mr. Clegg  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo HHC:DMG  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

THE DIRECTOR

3/1/50

EXECUTIVES CONFERENCE

SPEED/DICTATION TRAINING

The Executives Conference on February 23, 1950, consisting of Messrs. Glavin, Harbo, Rosen, Carlson, Mohr, Nichols, Tracy and E. H. McCabe, considered the problem of affording training to stenographers who desire to increase their speed.

The Conference was unanimously in favor of permitting stenographers at the Bureau, who desire to improve their shorthand speed, to attend a dictation class for  $\frac{1}{2}$  hour daily to brush up on their stenographic speed. The Conference felt that this training should be given between 5:00 - 5:30 P. M. each day and that this time be devoted to taking dictation and that the transcription of the dictation should be after working hours on the employees own time. Mr. Glavin pointed out that this would be particularly advantageous for employees who failed the Bureau's stenographic test.

If approved, arrangements will be made to conduct this class in the Training and Inspection Division for those stenographers who desire to receive such training. It is believed that we should set a maximum of thirty days as the length of time which any stenographer may attend this class and that after they have been in attendance for two weeks they be given a test at 120 words per minute and those passing the test would not attend class thereafter.

If approved, the various divisions of the Bureau will be instructed to notify the stenographers of the availability of this training.

Respectfully,  
For the Conference

Clyde Tolson

cc - Mr. Clegg  
Mr. Mohr

RECORDED - 124

INDEXED - 124

NHMc:mfc

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5CJ/DAF



THE DIRECTOR

3/1/50

EXECUTIVES CONFERENCE

*hm*  
\*TRAINING FILMS FOR NEW AGENTS

The Executives Conference on February 23, 1950, consisting of Messrs. Glavin, Harbo, Rosen, Carlson, Mohr, Nichols, Tracy and N. H. McCabe, considered the suggestion of Mr. K. R. McIntire that the Bureau undertake to make our own training films for new Agents' training.

Mr. McIntire points out that this could be done more economically than having films made by outside people since we have a 16mm sound recording movie camera available. Additional equipment, including spot lights and flood lights, would cost in the neighborhood of \$1,000. Mr. McIntire's suggestion contemplates starting out in a modest way by making a series of "shorts" lasting no more than ten minutes each on subjects appropriate for new Agents' training, to be supervised by an Agent to be transferred to the Training and Inspection Division.

*Tolson*  
Messrs. Glavin, Tracy, Harbo, Mohr and Nichols were opposed to this suggestion. It was not felt that the quality of the films would be satisfactory for new Agents' training and would not justify the expense. Messrs. Carlson and N. H. McCabe were in favor of the Bureau making short motion picture films for new Agents' training.

Respectfully,  
For the Conference

*OK*  
Clyde Tolson

cc - Mr. Clegg  
Mr. Mohr

WPC:mfc

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/8/91 BY SP-5 C/BK

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Gandy \_\_\_\_\_

RECORDED - 124

INDEXED - 124

EX - 8

66-2554-7564

*CRAM*

THE DIRECTOR

March 1, 1950

THE EXECUTIVES CONFERENCE

Death of Agents in Bureau Bulletin

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Nease, and Carlson, considered a suggestion that in the future when an Agent dies and he is a member of the Special Agents Mutual Benefit Association that this fact be included in the Bureau Bulletin advising of the Agent's death. It was pointed out that there are now approximately 1,800 members in SAMBA and that many of the Agents are interested in knowing whether the deceased Agent was a member. There appeared no real reason for excluding such information from the Bulletin.

The Executives Conference unanimously recommended that when an Agent is a member of the Special Agents Mutual Benefit Association that this fact be included in the Bureau Bulletin advising of the Agent's death.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson

CC: Mr. Mohr  
Mr. Clegg

JAC:pc

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJP

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
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Gandy \_\_\_\_\_

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THE DIRECTOR

1/17/50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-5 C. J. B. / JH

The Executives Conference of January 16, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Ladd, Nichols, N. H. McCabe, Fletcher, Carlson, Rosen and Mohr, considered the fact that at the present time only ten Bureau divisional offices have 250-watt central radio stations and whether it would be desirable to extend our coverage in this field any further. It was pointed out to the Conference that the Director had noted we had only ten offices equipped with such radio equipment and the Director had inquired whether a study had been made of extending these facilities to other divisional offices.

The Conference was advised that the 250-watt central radio stations are presently located in the following divisional offices: New York, Washington, Los Angeles, San Francisco, Chicago, Philadelphia, Newark, Detroit, Baltimore and Miami.

The Conference was further advised that at the time these installations were made the Laboratory had considered all divisional offices and had given specific consideration to possible installations in the following offices: Cleveland, Boston, Pittsburgh, St. Louis, New Orleans, Milwaukee, Dallas, Buffalo, Portland and Houston. The Conference was advised that as a result of surveys and checks made by Bureau inspectors at these offices it was concluded that there was insufficient work to justify the expenditure of placing 250-watt central radio stations in them.

The Conference was advised that the 250-watt central radio stations are two-way affairs between the station and radio equipped cars and they generally operate efficiently within a 30-mile radius of the central station. Consequently the maximum benefit can only be obtained in those areas where there is a high concentration of population and utilization of a considerable number of Special Agents. During the original survey of this equipment it was ascertained that it would have maximum value only in those offices where there was considerable physical surveillance work and that the cost of installing and operating the stations would not be justified in offices where the equipment was merely used to contact Agents who were conducting investigations.

The Conference was advised that the Laboratory has prepared a survey of the radio equipment in the field and with specific reference to the utilization and performance of the 250-watt central radio stations in those divisions which now have that equipment. This survey in connection with the monthly inspection reports which are required

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Mr. Gandy

56 MAR 8 1950

JPM:DW

of the field and has been prepared to be sent out as the monthly project for February 1950.

The Conference unanimously recommended that before considering extending the 250-watt central radio station equipment to any other offices, we should await the results of the survey of the utilization and experience with the equipment in the ten offices which now have it. The Conference was advised that the cost of installing one of the 250-watt central radio stations averages \$9000 per field office. In addition the annual average cost for leased telephone lines to remote receivers from the central station ranges from \$2500 to \$3000 per office. Depreciation and repair of the equipment are estimated at \$1500 per office annually. One full time clerical employee is necessary as a radio dispatcher during regular working hours and in addition a substitute operator would be required at lunch periods or at such times as the regular operator was on annual or sick leave. As indicated, the Conference recommended before any further installations of this type of equipment are made that the results of the survey from the ten offices now equipped should first be obtained.

Respectfully,  
For the Conference

*K. Hank*  
*study*  
*H.*  
Clyde Tolson

CC - Mr. Clegg



THE DIRECTOR

2-24-50

A. Rosen

~~ROBIN~~

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HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJB

The letter which was submitted by Mr. Gurnea in the Robin case was rewritten and the substance thereof was brought to the attention of the Executive Conference. The proposed letter is attached.

The letter briefly, which is a proposed draft of a memorandum, is for its purpose, the suggestion that the SAC make certain contacts in the underworld.

The purpose of the memorandum is to bring about "pressure" upon outstanding racketeers in various areas in such a manner as to immediately reduce their revenues, in the hopes that this procedure will result in affirmative action on their part to give us information concerning the possible solution of the Robin case. Not only might this be the purpose but it would also serve as a vehicle upon which to approach these characters who might be of assistance at a later date on various and sundry criminal matters.

It was pointed out that the procedure has worked in other cases and might be desirable.

**ACTION TAKEN:**

The following are opposed to the suggestion: Messrs. Tolson, Glavin, McCabe, Tracy, Carlson, Harbo, Mohr and Nichols, stating it should not be done on a nationwide basis but that if any specific situation arose consideration could be given to its use. There is a possibility it will result in adverse criticism.

*+Ladd*  
In view of the potential, Rosen feels that it should not be used when a specific situation arises but that the procedure should be begun at this time. To do have a talking point, it being the Brinks case. This will give us an approach to these persons and an opportunity to work our way in. There is a possibility of some mishandling in the field offices as our approach may be misconstrued, but it is believed that the potential justifies our taking this chance.

Those in attendance were: Messrs. Tolson, Glavin, McCabe, Tracy, Carlson, Harbo, Mohr, Nichols and Rosen.

Respectfully  
For the Conference

MAR 6 1950

Glyde Tolson

RECORDED - 125  
INDEXED - 125

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OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: February 21, 1950

FROM : W.W. BROMWELL

SUBJECT

There is attached a memorandum regarding missing persons which, if desirable, may be published in the next bulletin to the Division Offices.

mp

Attachment

Approved by Executive Conference 2/27/50.  
Messrs. Tolson, Ladd, Clegg, Glavin, Nichols,  
Rosen, Carlson, Nease, Harbo, Mohr, and Tracy  
were in attendance.

S. J. Tracy

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DATE 5/8/91 BY SP-5 C/BK

ORIGINAL FILED IN 79-1-1805

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5 MAR 20 1950

The Director

March 1- 50

The Executives Conference

*Memorandum*

The Executives Conference consisting of Messrs. Tolson, Clegg, Nichols, Ladd, Glavin, Carlson, Rosen, Harbo, Belmont, Mohr, Nease and Tracy, considered a suggestion that photographic prints of unidentified latent fingerprints handled in the Single Fingerprint Section of the Identification Division be filed in the Single Fingerprint Section rather than in the case file in the Records Section.

It was pointed out to the Conference that when latent fingerprints are developed and current correspondence is handled, the material is sent to the Records Section with the yellow of the outgoing communication. In such cases investigation is currently proceeding and within a reasonable period of time incoming correspondence naming suspects for comparison purposes is received. Sometimes this correspondence comes in within a day or so after the case has been finished and an outgoing letter has been sent. This creates a locate problem for the Records Section in order that the suspect prints may be compared with the photograph of the prints in the case file. If the photographs were filed in the Single Fingerprint Section by case number, this would eliminate the locate problem for the Records Section. Approximately 16 case files are currently called per day and the Records Section is of the opinion there would be a definite saving if the photographic copies of the latents were filed in the Single Fingerprint Section.

The Conference unanimously recommended the adoption of the suggestion.

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HEREIN IS UNCLASSIFIED

DATE 5/2/91 BY SP-5 GJH

Respectfully,  
For the Conference

Clyde Tolson

cc - Mr. Mohr  
Mr. Clegg

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

SJT:MP

RECORDED - 64

INDEXED - 64

EX-9

166-2554-756.8  
MAR 6 1950

60 MAR 7-1950

## OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 2-28-50

FROM : A. Rosen

SUBJECT: ROBINK

Brink's Inc., Chicago, has offered a \$100,000.00 reward for the arrest and conviction of the persons responsible for the robbery of Brink's at Boston. The Commercial Union Assurance Company Limited, New York, has offered a reward of not exceeding five per cent of the actual monetary value thereof for recovery of money and property (excluding checks).

Inspector Gurena has requested Bureau authority to send a letter to all offices setting out the details of these rewards. The attached proposed letter has been prepared setting forth the details of the rewards offered and, in addition, it points out that representatives of the FBI are not entitled to receive any rewards, that the FBI has no control whatsoever over the distribution of the rewards but that the FBI, if specifically requested to do so, will advise the Reward Committee of information furnished by any individual which leads to the arrest and conviction and/or recovery of the money.

## RECOMMENDATION:

The Executives' Conference unanimously recommended this letter be transmitted from Washington to all field offices.

Those in attendance were Messrs: Tolson, Nease, Carlson, Clegg, Ladd, Mohr, Harbo, Tracy, Glavin, Nichols and Rosen.

Respectfully  
For the Conference

Clyde Tolson

Attachment

DIRECTORS NOTATION: "OK, H."

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DATE 5/8/91 BY SP-5 CBR

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THE DIRECTOR

February 24, 1950

JOINT COMMITTEE

SUGGESTION NO. 367

EMPLOYEE: [REDACTED]

BIRMINGHAM OFFICE

FORM FD-109

MEMBERS PRESENT: H. H. Clegg  
E. T. Harbo  
S. K. McKee  
E. Scheidt

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HEREIN IS UNCLASSIFIED  
DATE 5/6/91 BY SP-5 GJ/DK

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b7C

SUGGESTION: That Form FD-109, which is the letter transmitting the Agent's personnel file and related items to the office to which an Agent is transferred, be modified as follows:

- (a) Eliminate reference to leave record card and leave slips.
- (b) "Delinquent technical training" changed to reflect the training received in accordance with existing requirements.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

Some of the proposed changes are inadequate, and the proposal to have printed headings for the listing of technical training is undesirable because technical training may and possibly will be modified from year to year.

The Joint Committee recommends that when the next supply of Form FD-109 is prepared, it should be brought up-to-date in any respects where revisions are required at the time.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee, 2/27/50. Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

RECORDED - 76

INDEXED - 76

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

RTH:gh

hgh

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FEB 27 1950

THE EXECUTIVES' CONFERENCE

ALL INFO.

HEREIN

DATE 2/11/87 BY SP5C/4T

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5/8/91 SP5C/4T

At the Executives' Conference, February 13, 1950, Messrs. Tolson, N. H. McGabe, Harbo, Nichols, Tracy, Mohr, Carlson and Fletcher in attendance, the members of the Conference were advised, in accordance with your instruction, of the present Bureau policy and jurisdiction in connection with possible acts of sabotage to commercial aircraft. It was stated that this policy has been arrived at through agreements with the Civil Aeronautics Administration and by Departmental ruling.

The Conference was advised that on January 4, 1949, the Bureau entered into an agreement with the Bureau of the Civil Aeronautics Administration pertaining to airplane crashes wherein a possibility of sabotage existed. This agreement applies only to commercial aircraft flying regularly established and scheduled routes, and, in part, stipulates:

- (1) The Civil Aeronautics Board is charged with investigation of aircraft accidents and the FBI is responsible for the investigation of acts of sabotage.
- (2) The FBI will make inquiries into every scheduled air carrier crash. If the cause of crash is not apparent, an FBI representative will establish close-working liaison with CAB investigators handling the case.
- (3) If the CAB investigation establishes the crash is attributable to causes other than sabotage, the FBI inquiry will be concluded. If it appears from the CAB investigation that sabotage is involved, the FBI will assume control and direction of the investigation under the war-time sections of the Sabotage Statute.

INDEXED - 20

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As a result of this agreement, the Bureau established a policy that we would investigate only airplane crashes and limit those to cases wherein sabotage was established as the probable cause. This agreement was concurred in by Theron L. Gaudle, Assistant Attorney General, Criminal Division, by memorandum of August 26, 1949.

EX-115

On April 28, 1949, the Bureau of Safety Investigation, CAB, advised the Bureau of four incidents involving damage to airplanes owned and operated by United Airlines and reported these incidents as "attempted sabotage." The Conference was advised that since none of these four incidents involved a crash, the facts were submitted to the Criminal Division of the Department for an opinion as to whether investigation should be conducted by the Bureau in these types of cases. By report dated May 23, 1949, the Criminal Division advised the Bureau of its ruling that investigation would have to be conducted in view of the language of the Sabotage Statute. Accordingly, the Bureau conducted investigation which reflected that all

H. Clegg  
Mr. Mohr

Original copy filed in

MEMORANDUM FOR THE DIRECTOR

the incidents involved were the result of either negligence or carelessness on the part of airline personnel. The results of these investigations were brought to the attention of the Criminal Division on June 20, 1949, and it was pointed out that it did not appear practical to investigate incidents, such as these, where no evidence of sabotage was presented. It was further noted that the present policy with regard to airplane crashes was to withhold any investigation until OAB investigators developed definite information indicating that a crash was the result of sabotage. By memorandum of July 5, 1949, Assistant Attorney General Alexander M. Campbell, Criminal Division, replied as follows:

"It is believed that existing statutes, as outlined in my memorandum of May 23, 1949, will be adequately complied with if the Bureau undertakes investigation after the Civil Aeronautics Board investigators have developed definite information indicating that a crash is the result of sabotage."

The Conference was of the unanimous opinion that the present Bureau policy and procedure in connection with possible acts of sabotage to aircraft were satisfactory and should be continued; that in those instances where doubt existed, the matter should be referred to the Department for an opinion as to investigation.

If you agree, the above described procedure will be continued.

Respectfully,  
For the Conference

Clyde Tolson

THE DIRECTOR

February 23, 1950

EXECUTIVES CONFERENCE

87355

DISPOSITION AND DISPOSAL OF RECORDS, DATA SLIPS  
AND MEMORANDA FROM WIRE TAPS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/11/81 BY SP-5 JAB

The Executives Conference on February 27, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Egan, Ladd, Nichols, Clegg, Rosen and Glavin, considered the application of the opinion submitted in writing by the Department of Justice concerning the disposal and destruction of data, records and recordings based upon wire taps. You will recall that Attorney General in the Corbin Case filed a memorandum with the court stating that Special Agents had violated the Federal law (1) by destroying memoranda, monitoring slips, sound recordings, without complying with the laws relating to the preservation and disposition of Government records, (2) by removal or mutilation of Government records in violation of the law prohibiting the destruction of such records and documents, and (3) by destroying the records in order to prevent their subsequent release by Court process the Agents were thus in contempt of court.

Since these propositions, together with the further inquiry as to whether there was involved any violation by the destruction of the records as material Government property, were presented to the Criminal Division of the Department of Justice, and opinions and memoranda dated February 8 and February 14, 1950, have been received in each instance advising that there was no violation in any of these propositions by the FBI Agents, and that the same practices could continue without a violation of the law being involved. (A summary of the opinion is attached hereto, which reflects that the allegations of Government are without merit, that all material wire taps in temporary in nature and may be destroyed without violation of the law, that there is no prohibition against the retention of this material as long as it is of value and as long as it retains its temporary character.) The Department did propose that uniform administrative procedures be adopted for the handling of this material, and previously, on December 22, 1949, an SAC letter was sent to the Field instructing that the original or typed memoranda or notes made by the Agent monitoring the lines, the records, discs and recordings of such telephone conversations which were intercepted, and all other records, notes and data pertaining to the product of this telephone tap should be destroyed except a final summary log prepared daily. These materials were to be destroyed promptly after the log had been examined by the Agent to whom the case was assigned and by a Field Supervisor. Thus, there would be retained in the field office the summary log from which data would be subsequently abstracted as part of an individual case when pertinent and admissible into the individual case reports. These logs are maintained in a sub-section of the pertinent file, but they are kept in a locked office separate and apart from the regular file room, under the immediate supervision of select personnel. The pertinent data from these logs is indexed by stenographers specially assigned to this confidential work, and the index is kept in a locked office separate and apart from the regular file room, and the index sent to the general indices for filing.

The Executives Conference considered the above matters and recommended as

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Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Harbo  
Mr. Mohr  
Tele. Room  
Mr. Nease  
Miss Gandy  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Harbo  
Mr. Mohr  
Tele. Room  
Mr. Nease  
Miss Gandy



87356

1. That the instructions in the SAC letter dated December 22, 1949, be continued as is, calling for the destruction of all notes, records, discs and recordings except the summary log prepared on a daily basis, and for the retention of the summary log in the special confidential room handled by specially selected employees.

2. Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Rosen, Ladd and Nichols recommended that the summary logs be retained and maintained as at present, but that the sub-contents of the files containing these logs be considered as temporary files and records. This characterization of these files as "temporary" would permit the subsequent destruction of these files at any time the Bureau subsequently decided that such files or any part of them should be destroyed. It was recommended, however, that these files be retained but that they be considered as temporary files. The reason for the retention of these files for an extended period is the fact that index cards are prepared on many of these daily logs and the index cards are placed in the general indexes. This would make it difficult and impractical to require a subsequent review of the files for the purpose of removing index cards prior to destruction. Also, prior to SAC letter dated December 22, 1949, most of the memoranda, data, logs and transcripts of telephone taps went directly to the case file, and it would be an impractical task to go back through these numerous files and remove these numerous transcripts, memoranda and records as far as those heretofore accumulated were concerned. Therefore, the recommendation of the majority was that the files containing the logs be retained but be considered as temporary. The Department has ruled that the head of an agency has authority to determine whether a record or document should be considered worthy of retention or whether it should be considered as temporary, and they also ruled that temporary records could be retained as long as they were of value. Thus, the proposal is that they be considered "temporary" and that no automatic system of destruction be set up in view of the practical difficulties involved in destroying them and the index cards and related material pertaining to them.

Messrs. Carlson, Nease and Glegg were of the opinion that these logs should be considered as temporary records and files, and that upon the specific recommendation of a Special Agent in Charge with reference to any of these files, they could be destroyed with Bureau authority.

Mr. George Incepp, who participated in preparing the Department's opinion, advised Mr. Glegg orally on this date that ~~with~~ a memorandum in the Bureau's files showing a decision of the Director that these logs are considered temporary would suffice to establish clearly that they are temporary in character.

3. A recommendation was made and unanimously recommended unfavorably by the Executive Conference that the Department be furnished with a complete outline of the procedures followed in order to be sure that the Department agrees in writing with the system in effect at the Bureau. This was recommended unfavorably in view of the fact that the Attorneys in the Criminal Division who prepared this opinion

87257

most furnished detailed oral information as to the action taken and practices engaged in. They were thoroughly familiar with the procedure, and to advise the Department formally again as to this procedure would have the disadvantage of binding the Bureau to this procedure in the future when, in fact, some variation might become desirable within the limits of the opinions rendered by the Department of Justice.

An SAC letter will be forwarded to the field offices advising that pursuant to the opinion and instructions of the Criminal Division of the Department of Justice, the instructions as approved above by the Director are being submitted.

Respectfully,  
For the Conference

Glyde Tolson